

**AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
February 24, 2020**

7:00 p.m. – Board Room

Members: Gary Pilafas, Chairperson
Anna Newell, Vice Chairperson
Michael Gaeta, Trustee
Karen Mills, Trustee
Gary Stanton, Trustee
Karen Arnet, Trustee
William McLeod, Mayor

- I. Roll Call**
- II. Approval of Minutes – January 27, 2020**

NEW BUSINESS

1. Request authorization to enter into a two year contract for the purpose of providing advance email security protection (Managed Security Services) to HIGHERGROUND, Rolling Meadows, IL in an amount not to exceed \$48,000.00 per year.
2. Request authorization to:
 - a) award a contract for purchase of seven new amplifiers for the Sears Centre Arena public address system to Visua, Neenah, Wisconsin, in an amount not to exceed \$17,146.54; and
 - b) waive bidding and award a contract to install seven amplifiers to Visua, Neenah, Wisconsin, including installation and start up, in an amount not to exceed \$6,756.16,
in the total amount of \$23,902.70.
3. Request authorization to waive formal bidding and award contract for Sears Centre Arena HVAC Building Automation System Replacement to Automated Logic, Lisle, IL, in an amount not to exceed \$241,056.

REPORTS (INFORMATION ONLY)

1. Finance Department Monthly Report.
2. Information System Department Monthly Report.
3. Sears Centre Monthly Report.

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office.

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

Village of Hoffman Estates

FINANCE COMMITTEE MEETING MINUTES

January 27, 2020

I. Roll call

Members in Attendance:

**Trustee Anna Newell, Vice Chairperson
Trustee Gary Pilafas, Chairman
Trustee Michael Gaeta
Trustee Karen Mills
Trustee Gary Stanton
Trustee Karen Arnet
Mayor William McLeod**

**Management Team Members
in Attendance:**

**James Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Mark Koplin, Sears Centre Rep
Patti Cross, Asst. Corporation Counsel
Patrick Fortunato, Fire Chief
Ted Bos, Police Chief
Kasia Cawley, Asst. Police Chief
Audra Marks, Asst. Director of HHS
Joe Nebel, Director of Public Works
Rachel Musiala, Finance Director
Paul Petrenko, Facilities Manager
Fred Besenhoffer, Director of IS
Ben Gibbs, Sears Centre Arena
Suzanne Ostrovsky, Asst. to the Village Mgr.**

The Finance Committee meeting was called to order at 7:22 p.m.

II. Approval of Minutes – December 9, 2019

Motion by Trustee Stanton, seconded by Trustee Mills, to approve the Finance Committee Meeting minutes of December 9, 2019. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval to amend Sections 8-2-1 and 8-4-16, of the Hoffman Estates Municipal Code to include \$1,000 Per Location to Terminal Operator fees.**

An item summary sheet from Clerk Bev Romanoff was presented to Committee.

Trustee Stanton inquired about revenue expectations. Clerk Romanoff provided comments.

Motion by Trustee Arnet, seconded by Trustee Stanton to amend Sections 8-2-1 and 8-4-16, of the Hoffman Estates Municipal Code to include \$1,000 Per Location to Terminal Operator fees. Voice vote taken. All ayes. Motion carried.

2. **Request approval to renew the contract with Andres Medical Billing, Arlington Heights, IL for the period January 1, 2020 through December 31, 2020.**

An item summary sheet from Rachel Musiala and Chief Pat Fortunato was presented to Committee.

Ms. Musiala provided background on the request.

Trustee Stanton inquired about the collection rate adjustment. Ms. Musiala confirmed the collection rate was reduced from 5% to 4%.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to renew the contract with Andres Medical Billing, Arlington Heights, IL for the period January 1, 2020 through December 31, 2020. Voice vote taken. All ayes. Motion carried.

3. **Request Board authorization to waive bidding and award contract for work to connect an emergency generator at the Sears Centre Arena to Tri-J Electric, Inc., Cary, IL, in an amount not to exceed \$20,800.**

An item summary sheet from Mark Koplín and Paul Petrenko was presented to Committee.

Mr. Koplín provided background on the request. Mr. Petrenko submitted additional comments.

Motion by Trustee Gaeta, seconded by Trustee Mills, to waive bidding and award contract for work to connect an emergency generator at the Sears Centre Arena to Tri-J Electric, Inc., Cary, IL, in an amount not to exceed \$20,800. Voice vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

1. **Finance Department Monthly Report (Nov / Dec)**

The Finance Department Monthly Report was received and filed.

2. **Information Systems Department Monthly Report (Nov / Dec)**

The Information Systems Department Monthly Report was received and filed

3. Sears Centre Monthly Report (Dec / Jan)

The Sears Centre Monthly Report was received and filed.

Mr. Gibbs provided an update on Sears Centre and the Windy City Bulls game attendance.

III. President's Report – Mayor McLeod noted the emphasis on the topic of infrastructure at the US Conference of Mayors that he attended.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Arnet, seconded by Trustee Gaeta, to adjourn the meeting at 7:31 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic / Director of Operations
& Outreach, Office of the Mayor & Board

Date

**Committee Agenda Item
Village of Hoffman Estates**

Subject: Request authorization to enter into a two year contract with HIGHERGROUND for the purpose of providing advance email security protection (Managed Security Services) in an amount not to exceed \$48,000.00 per year.

Meeting Date: February 24, 2020

Committee: Finance

From: Fred Besenhoffer, Information Systems Director

Purpose: Augment our current protection by providing managed email security services.

Background: Only 3% of hacking reaches targets via a technical problem, and 97% of hacking crimes are done via social engineering.

An estimated 91% of hacking begins with phishing.

95% of phishing attacks are followed by the installation of malicious software.

In 2019 Village staff received 2,005,392 emails, 919,647 were tagged as SPAM and blocked from reaching their destinations. Despite best efforts and practices we estimate that of the emails that are delivered, 30 to 50 percent could be classified as unsolicited, malicious or SPAM.

Discussion: At the beginning of 2019, the Information Systems Department launched a program focused efforts on training end users to identify potential email threats that make it through email filters that are in place. This program successfully reduced the rate at which users opened harmful email from 24% to less than 3%.

To augment that training the Information Systems Department piloted a Managed Security Service to further filter unwanted and potentially harmful email as well as provide feedback to end users on the validity of email being received. This advanced email security service, coupled with continued

training has the potential to further cut back on the amount unwanted email and reduce vulnerability.

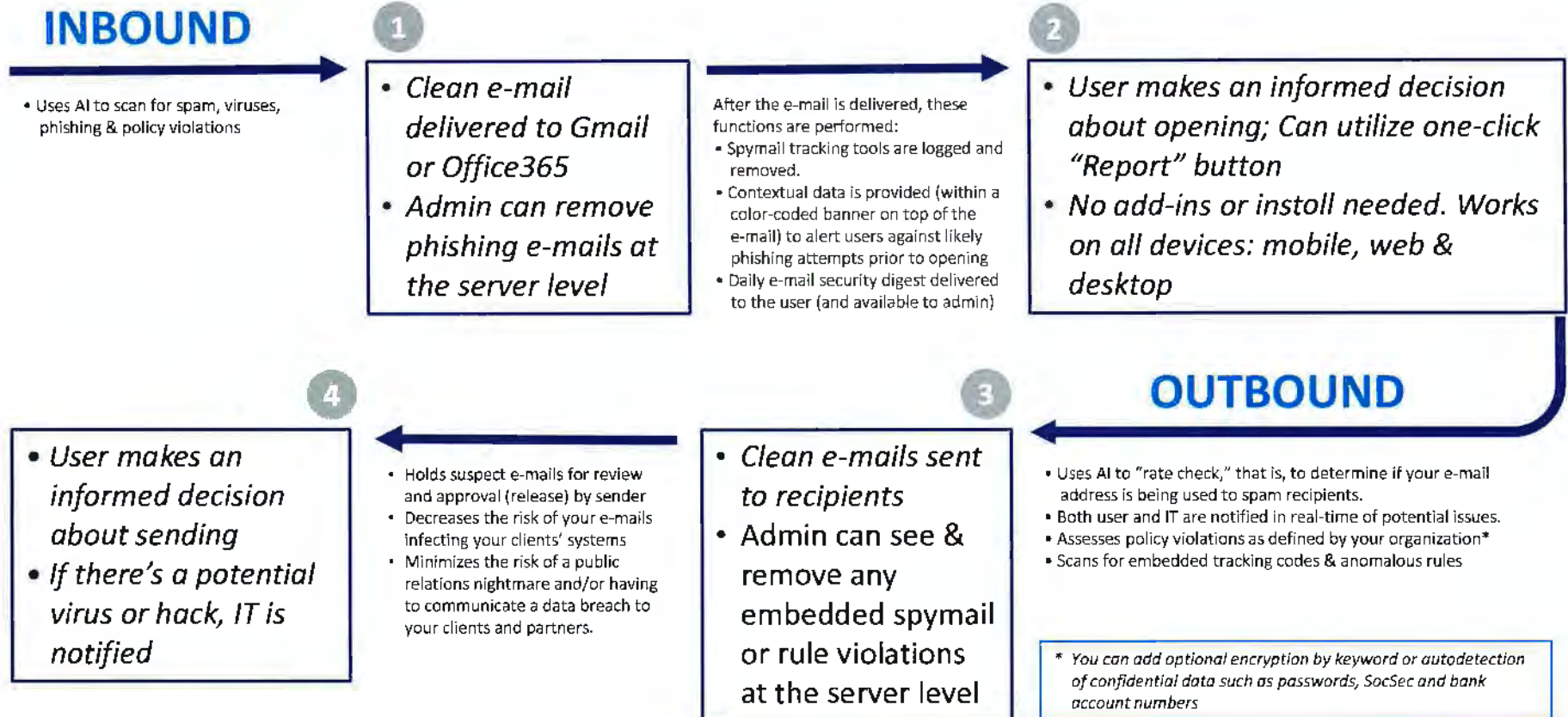
While the service is designed to filter, quarantine and block questionable email before reaching an end users mailbox it goes further by flagging email that does come through with visual indications of the threat potential based on a number of factors. Users can then review the email and flag it in the system to determine what email they commonly receive and who it is from, helping to avoid false positives.

Financial Impact: This is a monthly subscription based service and tied to the number of email accounts currently in use by the Village. Funds for this will come from Contractual Services and Subscriptions.

Recommendation: Request authorization to enter into a two year contract with HIGHERGROUND for the purpose of providing advance email security protection (Managed Security Services) in an amount not to exceed \$48,000.00 per year.

E-Mail Security

Your organization's new "last line of defense"



MessageControl

CONFIGURING YOUR MESSAGECONTROL ACCOUNT

To enhance our existing email security, we will be applying Intelligent warnings to emails coming from external senders. The warning messages will provide you with information about the sender to help you determine if the email is safe.

The warning messages provide links that will allow you to **permit a sender** or **report an email** as suspicious. You are not **required** to take any action; however, you are encouraged to report any email you think is dangerous.

When you receive an email with a warning message you have three different options.

- **Do nothing**
- **Click Report this Email** – Future emails from this sender to you and other recipients will indicate the message could be dangerous
- **Mark as Safe** – Future messages from this sender to you will not contain warnings

The **first time** you click on one of the links, you will be prompted to setup your account. The steps to setup your account, are outlined below.

Once you **complete** the process below, you will not need to login again when using the links in **future messages**.

 - No employee in your company has ever replied to this person.
- This is a marketing or notification email.

[Report this Email](#) | [Mark as Safe](#) | [Powered by MessageControl](#)

After clicking on one of the links you will be presented with the dialog box below. Enter your **email address** and click **Login**.



Login

MessageControl

CONFIGURING YOUR MESSAGECONTROL ACCOUNT

After clicking **Login**, you will see the message below and will receive an email from MessageControl <noreply@messagecontrol.com>.



Check your inbox!


We sent you an email to login with a magic link.


MessageControl

CONFIGURING YOUR MESSAGECONTROL ACCOUNT

Select the **Magic Login** button to complete the process.

Log in to MessageControl

 MessageControl <noreply@messagecontrol.com>
To: Your Name

 If there are problems with how this message is displayed, click here to view it in a web browser.

MessageControl

Hi,

You recently requested to login to your MessageControl account.
Click the button below to login.

[Magic Login](#)

If you did not attempt to login, please ignore this email or reply to let us know. This link is only valid for the next 30 minutes.

Thanks,
MessageControl Team

The first screen will show the details of the email and the warning that was applied. Select either **Report this Email** or **Mark as Safe**.

MessageControl

CONFIGURING YOUR MESSAGECONTROL ACCOUNT



[Report this Email](#) [Mark as Safe](#)

Original Email

Sender: sgarrnholm@iansafone.com
Recipient(s): jane.vargas@messagecontrol.com
Subject: Elevating Customer Experience to Drive Profits

Detailed Report

LOW RISK
No employee in your company has ever replied to this person.

[Report this Email](#)

If you select **Report this Email**, you can choose the **Report Type** and/or enter a description, both of which are **optional**. To complete the process, click on the **Report this Email** button.

To close the window, it is recommended that you use the **X** in the upper righthand corner or close the browser tab, however, you can choose **logout** but this will require you to complete this process again the next time you use one of the links.



Report this Email

You should report suspicious emails like phishing and impersonation

Reporter: jane.vargas@messagecontrol.com

Report Type: **Phishing** | [Impersonation](#) | [Malware](#) | [Spam](#)

Description (optional)

[Report this Email](#)

Original Email

Sender: info@emial.compliancetwork.com
Recipient(s): jane.vargas@messagecontrol.com
Subject: Social media communications: Reward – and risk



[Logout](#)

If you select **Mark as Safe** you can choose the **Report Type** and/or enter a description, both of which are **optional**. To complete the process, click on the **Mark as Safe** button. You will no longer see warnings on emails from this sender.

CONFIGURING YOUR MESSAGECONTROL ACCOUNT

To close the window, it is recommended that you use the X in the upper righthand corner or close the browser tab, however, you can choose **logout** but this will require you to complete this process again the next time you use one of the links.



**** If after clicking the Magic Login button you see the message below, the login process is complete but you will need to go back to the email and click on the link again.**



Hi, we're MessageControl!

We use AI to reveal the hidden risks of email communications by inserting real-time warnings into emails. MessageControl makes it easy for you to identify and fight against phishing and impersonation. There's nothing for you to do for now. When you get a warning in the future you will land on this site.

Add a Quick Step for Spam Submission in Outlook

Description

Occasionally, a spam message can make it through the filters. There are various reasons this can happen. If it is a new spam campaign or variation, not an Allow rule, then you may want to submit the email to help the filtering system learn from the message and quarantine more consistently in the future.

Microsoft Outlook 2010 introduced Quick Steps as a feature that creates automation for everyday tasks. This article will show you how to create a Quick Step for submitting spam messages to the reporting address.

NOTE: Messages submitted to the review address will not send a confirmation, reply, or any indication that something was done with the message. The review address is an automated mailbox that does not send any information.

BEST PRACTICE: Submit one email per reported spam. The automated nature of the reporting mailbox will work best with a single email attached. If you received several similar spam messages in a short period, sending two to five examples is enough to help the filters improve.

Applies to:

Outlook 2016, 2013, 2010

Configuration Steps

The configuration of the Quick Step action is done from Outlook. The **Home** ribbon menu should have some default Quick Steps already configured. This article assumes those Quick Steps are visible from the ribbon menu.

1. In the Quick Steps group, in the Quick Steps gallery, click the **Create New** Quick Step as shown in Figure 1.

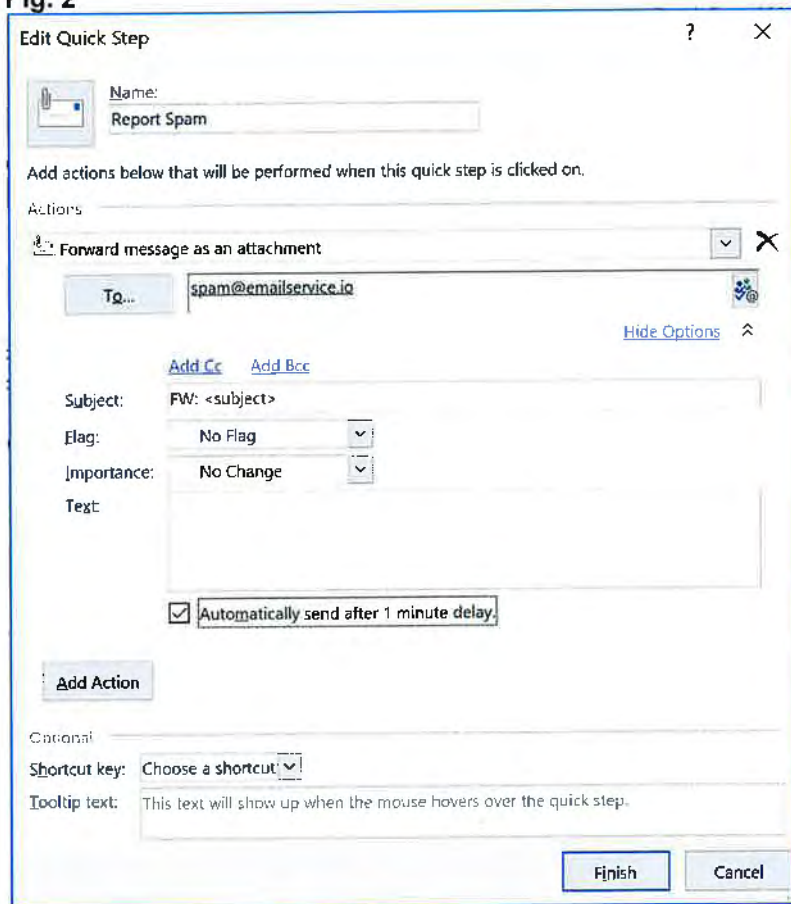
Fig. 1



2. The **Edit Quick Step** dialog box will open. Give the Quick Step a name, such as *Report Spam*.
3. From the Actions drop-down list, choose **Forward message as an attachment** and enter the To address as *spam@emailservice.io*.

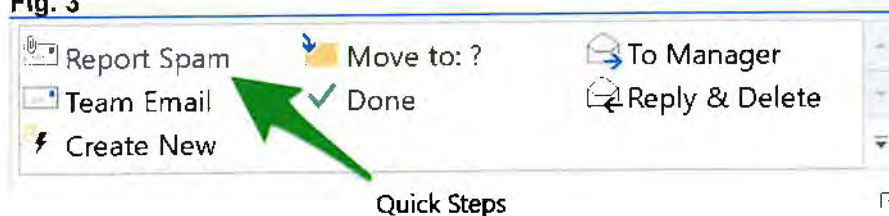
- Expand the **Show Options** section of the Quick Step and click the checkbox to enable **Automatically send after a 1-minute delay**. The completed dialog box should look similar to Figure 2. Click the **Finish** to add the Quick Step to the gallery.

Fig. 2



- The new Quick Step action will be placed in the gallery as shown in Figure 3.

Fig. 3



Using the Quick Step Action

Using the Quick Step action is now very easy. The user will highlight the email they want to report as spam and click the "Report Spam" Quick Action from the gallery. No dialog box will open. Instead, the message will be created and placed into the Outbox folder of Outlook. After a 1 minute delay, the email will be sent with the offending spam attached so that the complete message, including header information, can be digested to help improve our filtering systems.

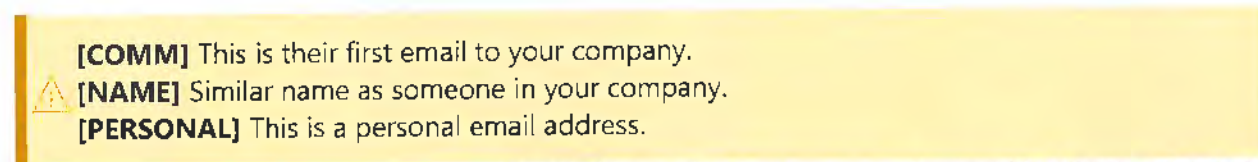
As part of our ongoing security focus, we've enhanced our existing email security with a new feature, MessageControl. MessageControl will increase your awareness to potentially dangerous emails by applying intelligent warnings to inbound email.


Soon you will begin to see banners at the top of inbound emails that will provide valuable information about the sender. Please be sure to review the information before interacting with the email.

After you have reviewed the warning you have the option to report the email as suspicious, mark it as safe, or do nothing. Marking an email as safe will remove the warning for all future messages from this sender to you. Reporting an email will change the warning applied to all emails from this sender so all recipients will be made aware of the potential risk.

The solution is designed to learn our organizations' email patterns so over time you will begin to see fewer warnings applied even if you take no action.

Below is an example of a warning you might see.



[COMM] This is their first email to your company.
 **[NAME]** Similar name as someone in your company.
[PERSONAL] This is a personal email address.

[Report this Email](#) [Mark as Safe](#) [Powered by MessageControl](#)

Based on the warning above, there is a high likelihood that this email is a phishing attempt. The sender's name is similar to a person in our organization, but it's actually coming from an outside sender using a personal email address that you have never communicated with.

What should you do? Look carefully at the sender's name and email address. If you are **not** 100% sure that this is from somebody you know, do not click on any links or images and do not reply.

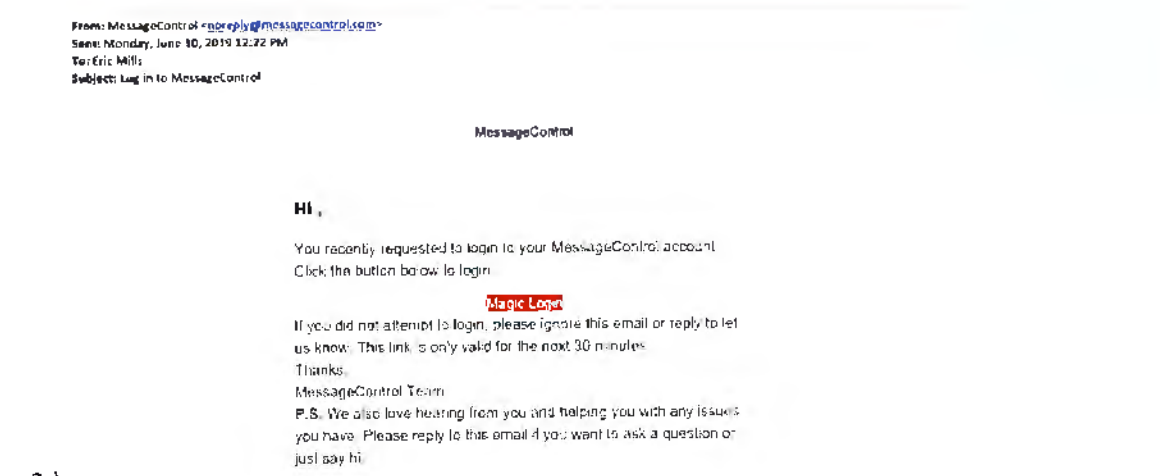
For any email you deem suspicious it is recommended that you click on "Report this Email".

The first time you select **Mark as Safe** or **Report this Email** you will be prompted to login. Enter your email address and select login. You will then receive an email from noreply@messagecontrol.com click the "Magic Login" button. After following these steps, you will no longer be prompted to login when selecting Mark as Safe or Report this Email.



1.)

2.)



3.)

Additional examples:

<ul style="list-style-type: none"> ⓘ - This is their first email to your company. - This is a personal email address. 	<ul style="list-style-type: none"> ⚠ - This sender has an insecure email setup (domain SPF). - Similar name as someone in your company. - This is their first email to your company.
<ul style="list-style-type: none"> ⓘ - No employee in your company has ever replied to this person. 	<ul style="list-style-type: none"> ⚠ - Similar name as someone you've contacted. - This is their first email to your company.
<ul style="list-style-type: none"> ⚠ - The subject has obscure characters. - This is their first email to your company. - This is a personal email address. 	<ul style="list-style-type: none"> ⚠ - This person is known to use individual trackers. - This is their first email to your company.
<ul style="list-style-type: none"> ⚠ - Domain was created recently. - This is their first email to your company. 	<ul style="list-style-type: none"> ⚠ - This sender was marked as dangerous. Do not click any links or respond. - This person's name has obscure characters. - This is their first email to your company. - This is a personal email address.

Message Help Tell me what you want to do

Delete Archive Reply Reply All Forward Meeting IM More

Report Spam Brightgauge Rules OneNote Assign Policy Mark Unread Categorize Follow Up Translate Read Aloud Zoom

To Manager Team Email Reply & Delete Move Actions

Done

Security Report for Nov 4

HigherGround Security Team <noreply@higherground.it>
To Craig Wheatley

Reply Reply All Forward

Mon 11/4/2019

are problems with how this message is displayed, click here to view it in a web browser.



Email Security Report

for craigw@higherground.it
Monday, November 4, 2019

0 Policy 1 Spam 0 Viruses 14 Good

You received 14 good emails, and 1 suspicious one were held in [your quarantine](#). Use the "Release" button to release an email from quarantine.

Spam

Nov 4 3:08am a.berman@showmarkmedia.com Inc. 5000: Fastest-Growing Private Companies In America - Inc.com, September 2019

Release



Phone: (847) 897-1640

Email: anujp@higherground.it

Web: www.higherground.it

We have prepared a quote for you

Advanced Mail Security Bundle Services Agreement

Quote # 204100
Version 1

Prepared for:

Village of Hoffman Estates

Bill McLeod
bill.mcleod@hoffmanestates.org



Phone: (847) 897-1640
Email: anujp@higherground.it
Web: www.higherground.it

AGREEMENT EFFECTIVE / RENEWAL DATE

AGREEMENT EFFECTIVE DATE: 03/15/2020
AGREEMENT RENEWAL DATE: 03/15/2022

MANAGED SECURITY SERVICES		Monthly Recurring	Qty	Ext. Recurring
Managed Security	Advanced Mail Security Bundle <ul style="list-style-type: none">- Inbound mail protection- Outbound mail protection- CodeBreaker- Silencer	\$10.00	400	\$4,000.00
			Recurring Subtotal	\$4,000.00



Phone: (847) 897-1640
Email: anujp@higherground.it
Web: www.higherground.it

Advanced Mail Security Bundle Services Agreement



Prepared by:
HigherGround Managed Services
Anuj Patel
(847) 897-1640
anujp@higherground.it

Prepared for:
Village of Hoffman Estates

1900 Hassell Road
Hoffman Estates, IL 60169
Bill McLeod
(847) 781-2610
bill.mcleod@hoffmanestates.org

Quote Information:
Quote #: 204100

Version: 1
Delivery Date: 02/05/2020
Expiration Date: 03/06/2020

Monthly Recurring Expenses Summary

Description	Amount
MANAGED SECURITY SERVICES	\$4,000.00
Recurring Total:	\$4,000.00



Phone: (847) 897-1640

Email: anujp@higherground.it

Web: www.higherground.it

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Products purchased are non-refundable and may not be returned.

HigherGround Managed Services

Village of Hoffman Estates

Signature:

A handwritten signature in black ink, appearing to be "Anuj Patel", written over a horizontal line.

Signature:

Name:

Anuj Patel

Name:

Bill McLeod

Title:

Operations Support Specialist

Title:

Date:

02/05/2020

Date:

1. General.

These Standard Terms and Conditions, are part of the attached Services Agreement (“Services Agreement”), which together with Appendix A, B and any other addendum signed by both parties, constitute one agreement. HigherGround Managed Services (“SERVICER”), by its acceptance of this Services Agreement, dated [Agreement Effective date on page two above] (the “Agreement Effective Date”), agrees to provide (“CUSTOMER”) with the Services as set forth in this Services Agreement (the “Services”) in accordance with the standard terms and conditions set forth herein.

2. Services Provided.

- A. Promptly following the Agreement Effective Date, SERVICER will procure the Equipment on behalf of CUSTOMER, and CUSTOMER will own and hold title to all such Equipment, except for equipment that is rented or leased, and hold any software licenses associated with such Equipment once their balance is paid in full. The price payable by CUSTOMER for the Equipment is set forth on the Services Agreement attached.
- B. Installation, and deployment of Equipment and software within the CUSTOMER locations identified on the cover hereof, to begin one week after onboarding is completed. Unless otherwise agreed, this is completed 30 days after the Agreement Effective Date. On the Agreement Effective Date, SERVICER shall begin billing in full during the onboarding process.

Onboarding consists of:

- i. Setup of ACH Portal access, and walkthrough with CUSTOMER;
 - ii. Collections of CUSTOMER data; including any known login and password information necessary for SERVICER to begin work;
 - iii. Procurement, setup, and configuration of Equipment;
 - iv. Building and configuring CUSTOMER interfaces;
 - v. Documentation of CUSTOMER’S existing equipment;
 - vi. Installation, and deployment of Equipment and software within the CUSTOMER location identified on the cover hereof, to begin three to four weeks after SERVICER completes previous onboarding steps.
- C. SERVICER will, in its sole discretion and during the term of this Services Agreement, in accordance with the standard terms and conditions herein, repair or replace any component part of the Equipment covered hereunder (located at the Equipment location specified on the face hereof), as SERVICER determines necessary or required.
- D. CUSTOMER agrees to abide by SERVICER’S best practices, attached and incorporated to these Standard Terms and Conditions as Appendix A.
- E. CUSTOMER shall contact SERVICER when CUSTOMER believes the Equipment requires service using the procedure outlined in Appendix A incorporated to these Standard Terms and Conditions and provide information as reasonably requested by SERVICER. Arrangements for service will then be made based on the type of service specified within this Services Agreement. SERVICER may require customer to perform basic tasks, such as restarting, unplugging, plugging in, or providing identifying information for equipment (e.g. serial number, model number, or computer name).

During the term of this Services Agreement, and any renewals hereof, CUSTOMER agrees to maintain a reasonably suitable operating environment for the Equipment in accordance with the specifications of the manufacturer thereof and, when service is required, to provide SERVICER and/or its agents with full, free, and safe access to the EQUIPMENT during the SERVICER’S normal service hours. CUSTOMER further agrees to provide SERVICER’S service personnel with such assistance as they may reasonably require for servicing the Equipment, including the use of copies of CUSTOMER programs and data.

Standard Terms and Conditions



- F. For the performance of the service specified in this Services Agreement, SERVICER will, as SERVICER deems necessary, cause CUSTOMER'S Equipment to be (1) serviced remotely, or (2) at the Equipment Location specified on the face of the Services Agreement, or (3) transported to a service center, serviced, and returned to the specified Equipment Location. Equipment will be repaired or replaced by SERVICER at SERVICER'S sole discretion as determined necessary or required, at CUSTOMER'S expense. CUSTOMER will not be subject to any additional charge with respect to such replacement of Equipment so long as the Equipment being replaced is still within its warranty period. Quotes for Equipment replacement expenses will be provided to CUSTOMER for approval prior to replacement.
- G. CUSTOMER UNDERSTANDS AND AGREES THAT IT IS CUSTOMER'S RESPONSIBILITY TO UTILIZE APPROPRIATE PROCEDURES TO PROTECT AND SAFEGUARD ITS PROGRAMS AND DATA FROM BEING DESTROYED THROUGH OPERATOR ERROR, EQUIPMENT MALFUNCTION, OR OTHERWISE, AND ENSURE SERVICER'S ABILITY TO RECREATE CUSTOMER'S PROGRAMS AND DATA AS NECESSARY AND BACK UP ALL PROGRAMS AND DATA THAT ARE INSTALLED ON THE EQUIPMENT BEING SERVICED, PRIOR TO THE PERFORMANCE OF SUCH SERVICE. CUSTOMER AGREES TO ABIDE BY "BEST PRACTICES" AS PROVIDED IN APPENDIX B INCORPORATED TO THESE STANDARD TERMS AND CONDITIONS.

3. Term.

The initial term of this Services Agreement shall commence as of the Agreement Effective Date and shall continue for a period of two (2) years thereafter, unless sooner terminated as hereinafter provided (the "Initial Term"). This Services Agreement may be extended for renewal terms as mutually agreed upon by the parties (each, a "Renewal Term"). The Initial Term, together with any and all Renewal Terms are sometimes collectively referred to as a "Term."

4. Renewal.

The Agreement Renewal Date is shown on page two of this Services Agreement. This Services Agreement will automatically renew, following the original term, on the Agreement Renewal Date to maintain service for CUSTOMER. CUSTOMER'S Services Agreement may be renegotiated before the Agreement Renewal Date of this Services Agreement.

5. Charges.

- A. Invoicing begins on the Agreement Renewal Date for services.
- B. Additions to any of the Services on this Services Agreement will be added to the original Services Agreement. "Additions" mean any new equipment or users that would fall into a purchased Service from SERVICER (examples include: Managed Devices, Managed Users, VoIP Seats, DID's).
- C. CUSTOMER may not fall below Services Agreement quantities, or the Recurring Total shown on the Services Agreement during full duration of the Services Agreement.
- D. Except as otherwise provided herein, payment for Services provided under this Services Agreement is due on the first day of each month of Services provided (e.g. payment for Services provided Oct. 8 - Nov. 8 is due Oct. 1).
- E. SERVICER Services Agreement pricing reflects a 5% discount for CUSTOMER participation in auto-pay Services via ACH based payment portal. CUSTOMER expressly acknowledges that declining ACH participation or canceling auto-pay Services will automatically result in the removal of the 5% discount and an obligation to pay the increased amount as invoiced.
- F. Any service or product provided to CUSTOMER by SERVICER which is not included under the Standard Terms and Conditions will be charged to CUSTOMER at SERVICER'S then-applicable rates and terms thereof.

Standard Terms and Conditions



CUSTOMER will be informed in advance of charges for Services and products not covered by these Standard Terms and Conditions and CUSTOMER will agree in writing to these charges prior to action by SERVICER. In the event of material business impact not covered by this Services Agreement, CUSTOMER will be required to approve an emergency statement of work for Services to commence.

- G. If CUSTOMER makes a request for service, and SERVICER determines that (1) no services to Equipment are required or necessary, or (2) such request involves the performance by SERVICER of any service which is excluded under Paragraph 6 of these Standard Terms and Conditions, CUSTOMER agrees to pay SERVICER a service charge based on SERVICER'S then-current rates and terms therefor; except that (x) CUSTOMER will agree in writing to these charges prior to performance of services by SERVICER, and (y) SERVICER agrees to waive the first hour of the first occurrence of clause (1) of this paragraph during the term of this Services Agreement.
- H. SERVICER reserves the right to impose a three percent (3%) services agreement price increase annually to compensate for cost of living adjustments.

6. Exclusions.

The following are excluded from Services which SERVICER provides under this Services Agreement:

- i. Repair or replacement of damaged or malfunctioning Equipment or any increase in service time or costs caused by accident, misuse, disaster, abuse, neglect, unauthorized alterations, non-SERVICER provided parts, repairs, consulting, or failure to provide a suitable operating environment, or use of the Equipment for purposes other than intended;
- ii. Maintenance or support of operating systems or application software, or hardware malfunctions caused by or related to defects in software;
- iii. Printer and scanner hardware limited to physical repair only (ex: cleaning, or internal component repair);
- iv. Data recovery;
- v. Web design;
- vi. Mounting of Equipment;
- vii. Phone systems and services not provided by SERVICER;
- viii. Email migrations;
- ix. Managed security services not provided by SERVICER;
- x. Wiring / Cabling.

7. Warranties and Limitation of Liability.

A. SERVICER makes the following representations and warranties to CUSTOMER:

- i. All Services shall be performed by SERVICER in a timely and professional manner, and the Services shall conform to the standards generally observed in the industry for similar Services. All Services provided by Servicer shall be in compliance with all applicable laws and government regulations.
- ii. Except as otherwise provided for herein and unless CUSTOMER specifies otherwise, SERVICER will maintain the Equipment so that the Equipment shall conform to the performance capabilities, characteristics, specifications, functions, and standards applicable thereto;
- iii. SERVICER has the right and authority to enter into and perform services pursuant to this Services Agreement and grant the rights and licenses provided for herein; and
- iv. SERVICER hereby assigns to CUSTOMER all warranties, indemnities, and other commitments which SERVICER has obtained or shall obtain from the vendors and manufacturers of, and which are applicable to, any third-party software or hardware used or provided by SERVICER in connection with the performance of the Services hereunder, or included by SERVICER in, or necessary for the operation of, the Equipment being installed by SERVICER hereunder, or other materials provided to CUSTOMER hereunder. SERVICER warrants that it shall exercise commercially reasonable efforts to enforce on CUSTOMER'S behalf any such warranties, indemnities, and other commitments to the extent that they

Standard Terms and Conditions



cannot be so assigned, and that SERVICER shall work with and coordinate the efforts of such vendors and manufacturers to ensure that CUSTOMER obtains any required warranty service.

- B. EXCEPT AS PROVIDED IN THIS SERVICES AGREEMENT, SERVICER MAKES NO WARRANTIES OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE.

- C. SERVICER'S LIABILITY HEREUNDER FOR DAMAGES FROM ANY CAUSE WHATSOEVER, AND REGARDLESS OF THE FORM OF ACTION, INCLUDING NEGLIGENCE, SHALL BE LIMITED TO MONIES PAID BY CUSTOMER TO SERVICER FOR SERVICES HEREUNDER.

8. Confidentiality.

BOTH PARTIES is defined as CUSTOMER and SERVICER.

- A. BOTH PARTIES shall maintain all Confidential Information in strictest confidence and such information shall be used by both parties solely in furtherance of this Services Agreement and shall be accorded the same degree of confidentiality with which BOTH PARTIES hold its own most confidential information, but in no event less than the care that a fiduciary owes to its beneficiary. Except as required by law, and with any required notice given to BOTH PARTIES, Confidential Information will not be disclosed to any persons other than employees or agents of SERVICER or to subcontractors retained by SERVICER who have reasonable need for access to such information in connection with SERVICER'S performance of the Services; provided, however,
 - i. Before making any such disclosure, BOTH PARTIES will inform such persons of the confidential nature of the Confidential Information and require them to be bound by the provisions of this Section, and
 - ii. BOTH PARTIES will remain liable for any breach by SERVICER or CUSTOMER or its personnel of the confidentiality obligation described in this Section. Notwithstanding the foregoing, Confidential Information that is or becomes generally known to the public or either party solely by means other than resulting from either party's breach of this Services Agreement shall not be deemed Confidential Information.

- B. For purposes of this Services Agreement, "Confidential Information" means all tangible, intangible, technical and business information, whether in oral, paper, electronic, or any other form, obtained, produced, developed, provided, gathered, disclosed, or otherwise learned in connection with this Services Agreement and/or from or about BOTH PARTIES or any related entity of BOTH PARTIES, and includes, without limitation, financial and operating information, technical data (including hardware configuration, software, data bases, data processing and communications networking systems); know how relating to research, products, Services, inventions, processes, production techniques, designs, purchasing, accounting drawings, flow charts, engineering, marketing, merchandising and/or any customer, supplier or investor information.

9. Indemnity.

- A. IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY DAMAGES, LOST SAVINGS, OR OTHER ACTUAL, DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES ARISING FROM THE USE, LOSS OF USE, OR PERFORMANCE OF THE EQUIPMENT AND ATTACHMENTS THERETO, OR FOR ANY CLAIM AGAINST CUSTOMER OR SERVICER BY ANY OTHER PARTY ARISING HEREUNDER, EXCEPT THAT CUSTOMER SHALL INDEMNIFY AND HOLD SERVICER HARMLESS FROM AND AGAINST ANY AND ALL THIRD-PARTY ACTIONS OR CLAIMS ARISING OUT OF CUSTOMER'S GROSS NEGLIGENCE, WILLFUL MISCONDUCT OR VIOLATION OF LAW IN CONNECTION WITH THIS SERVICES AGREEMENT.

10. Arbitration.

Standard Terms and Conditions



Any dispute or claim relating in any way to Services provided herein will be resolved solely by binding arbitration, and the prevailing party shall have the right to recover any and all costs and fees incurred in arbitration.

11. General.

- A. All notices to be given under this Services Agreement shall be mailed to the parties at their respective addresses as set forth on the face of this Services Agreement.
- B. Neither party shall assign, transfer, or delegate any of its rights, duties, or obligations hereunder without the expressed prior written consent of the other, not to be unreasonably withheld; provided, however, that either party may assign, transfer or sublicense the aforementioned rights,
 - i. To any entity controlling, controlled by, or under common control with such party, or
 - ii. Pursuant to a merger, consolidation, or sale of substantially all of such party's business or assets.Any attempt to assign in violation of this Services Agreement shall be void.
- C. Neither party will solicit, offer work to, employ, or contract with, directly or indirectly, any of the other party's Personnel during their participation in this Services Agreement or during the twelve (24) months after the conclusion of such Services. "Personnel" means any individual or company a party employs or has employed as a partner, employee or independent contractor and with which a party comes into direct contact in the course of the Services. Breach of this clause will result in liquidated damages equal to three times the highest yearly salary that individual was assigned.
- D. CUSTOMER shall not make any deduction from nor assert any right of set-off against payments due to SERVICER.
- E. This Services Agreement shall be binding upon each party, its successors and permitted assigns, and shall inure to the benefit of each party, its successors and permitted assigns.
- F. Paragraph headings are for reference purposes only and shall not affect the meaning, construction, or effect of this Services Agreement.
- G. Except as otherwise provided in this Services Agreement, this Services Agreement can only be modified by a written Services Agreement that is signed by CUSTOMER and accepted in writing by SERVICER.
- H. SERVICER may, for the performance of any of the various Services required of SERVICER under this Services Agreement, utilize the Services of independent contractors selected by SERVICER; provided, that SERVICER shall remain responsible for the performance of any such subcontractor.
- I. CUSTOMER may terminate this Services Agreement at any time for its convenience by providing SERVICER with 60 days prior written notice. If the Services Agreement has not reached full term, the balance is still due on the length of the Services Agreement.

Either party may terminate this Services Agreement upon written notice to the other party effective at any time (and in addition to any other legal remedy which the terminating party may have) if the other party fails to comply with any of the standard terms and conditions of this Services Agreement and fails to cure such noncompliance within 30 days of the other party's receipt of written notice from the terminating party describing such breach.

Upon the termination of Services for any reason: (i) SERVICER may disconnect the applicable Service; (ii) SERVICER may delete all applicable data, files, electronic messages, voicemail or other information stored on SERVICER systems; (iii) CUSTOMER shall, permit SERVICER access to retrieve any and all SERVICER equipment (however, if CUSTOMER fails to permit access, or if the retrieved SERVICER equipment has been damaged and/or destroyed other than by SERVICER or its agents, normal wear and tear excepted, SERVICER may invoice CUSTOMER for the full replacement cost of the relevant SERVICER equipment, or in the event of minor damage to the retrieved SERVICER equipment, the cost of repair which amounts shall be immediately due and payable); and (iv) if used in conjunction with the terminated Services,

Standard Terms and Conditions



CUSTOMER'S right to use applicable licensed software shall automatically terminate, and CUSTOMER shall be obligated to return the licensed software to SERVICER.

- J. No failure on the part of a party to exercise (or delay in exercising) any right or remedy available to such party shall operate as a waiver by such party. No waiver by a party of any right, remedy, or of any provision of this Services Agreement shall imply or constitute a waiver of any other right, remedy, or provision.
- K. All damages, costs, and expenses, including reasonable attorney's fees, incurred by a party (the "Prevailing Party") as a result of litigation arising in any manner arising out of this Services Agreement shall be paid by the other party if the Prevailing Party is finally adjudicated not to have liability in connection with the litigation.
- L. If CUSTOMER is 60 days or more past due on any invoice, SERVICER can withhold CUSTOMER's Services. During this time, CUSTOMER is still responsible for all payment of Services during the hold period.
- M. No action, whatever its form, which arises out of this Services Agreement may be brought by either party more than one year after the cause of action has arisen.
- N. Should any provision of this Services Agreement be declared void as against public policy or for any other reason, that provision shall not affect the validity of any other provision.
- O. SERVICER will not be responsible for failure to perform, or delays in performing any Services required of SERVICER under this Services Agreement due to: acts of God, disruptions or issues from utilities or internet service providers, governmental actions, fire, floods, riots, strikes, war, delays in transportation, or any other causes beyond the reasonable control of SERVICER.
- P. This Services Agreement and all rights and obligations under this Services Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.
- Q. The parties agree that this Services Agreement is the complete and exclusive statement of the Services Agreement between the parties and supersedes all proposals or prior Services Agreements, oral or written, and all other communications between the parties relating to the subject matter of this Services Agreement.
- R. Customer Equipment left with SERVICER will be deemed abandoned after thirty (30) days, and Servicer will wipe data and recycle.
- S. SERVICER recognizes the following national holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. SERVICER's office will be closed on the listed holidays, but afterhours emergency services will be available at SERVICERS current hourly rate.
- T. CUSTOMER ACKNOWLEDGES THAT CUSTOMER HAS READ THIS SERVICES AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS STANDARD TERMS AND CONDITIONS.

Appendix A

Best Practices



HIGHERGROUND Managed Services recommends the following best practices for end users.

Device Management:

- Leave your device on when you leave for the day. We reboot, and run patching and updates nightly. This helps to ensure that your device is up-to-date with the latest security needs.
- Data should not be kept on your workstation. You should save files to your server, or synced tool so that they are backed up and can be recovered.

Username and Passwords:

- Users should always change default passwords and use strong passwords.
- Passwords should be at least eight characters in length and include capitals, numbers, and alternate characters.
- Passwords should not be shared, left on a sticky note on the computer, or written down where someone else has access.
- Password protect every device.

Anti-Virus Software:

- Anti-virus software should be installed on each endpoint.
- Never disable anti-virus software.
- Never click on a popup that proclaims you have a virus. It could be a scam.

Email Management:

- Do not open unsolicited or unrecognized email.
- Do not send confidential or sensitive information without proper authorization, or encryption.
- Do not open any attachments if you are unsure about the origin.
- Contacts that you email should be created as actual contacts so that they are backed up in the system.

Physical Security:

- Unauthorized physical access to an unattended device can result in harmful or fraudulent modification of data, fraudulent email use, or many other potentially dangerous situations.
- Log off, or lock the computer when it is unattended.
- Never put a USB drive or storage device into a device if you do not know where that drive originated from.
- Where security doors are present, require each person to preset ID upon entrance. DO NOT hold the door open for strangers or allow others to tailgate on your security badge.

Web Access:

- Do not visit web sites with questionable material.
- Only search websites that are work related.

Software:

- Never download pirated or cracked software.
- Never download software without prior approval from the IT Manager.

Printer:

- Never leave documents unattended on the printer.

Appendix B

How to Request Service

HIGHERGROUND offers three different ways you can contact us for support if you need assistance.

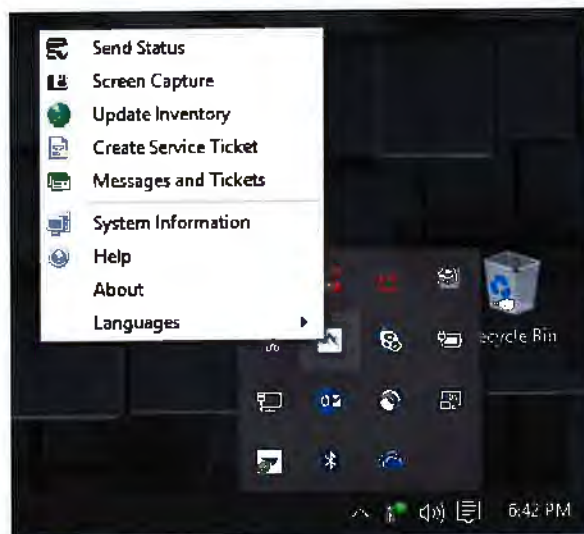
****Please note: Afterhours emergencies, or requests for assistance, must be submitted via phone, and will be addressed remotely****

Create a Service Ticket

1. Navigate to the HigherGround logo in the bottom right corner of your monitor.



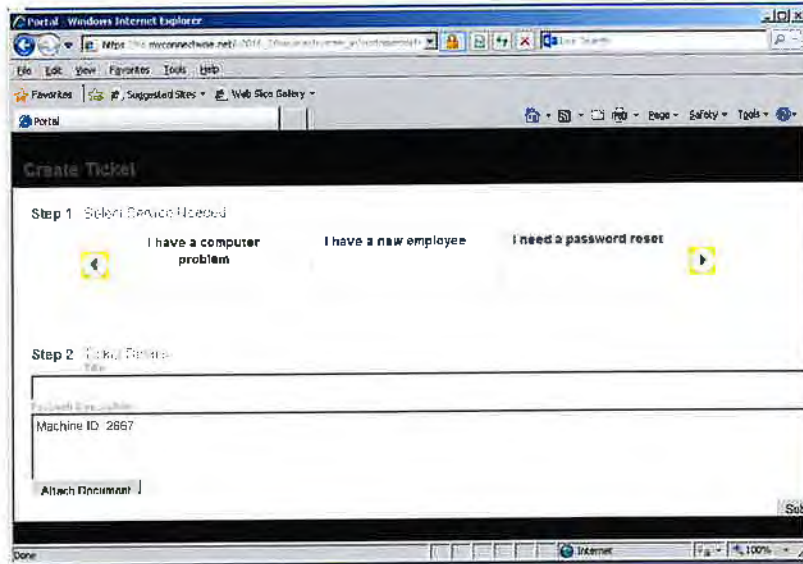
2. Select "Create Service Ticket" by clicking on that option.



Appendix B

How to Request Service

3. Your internet browser will open to a link where you can fill out a service request.



4. **Step 1 - Select Service Needed** - You may choose one of several options by clicking on the arrows to the left or right of the options.



5. **Step 2 - Ticket Details** - Enter some details on the ticket. Start with the "Title" which is where you tell us a short description of your technical needs.



Appendix B

How to Request Service

6. **Problem Description** - Tell us helpful information about your reason for creating a ticket. Please type after the "machine ID." Our technicians use that information to see which machine you are on. You can also attach a document, or screen capture that you have saved on your machine at this point.



Problem Description

Machine ID: 2667

Attach Document

Some examples of what you can tell us here is:

1. What is the problem?
 2. When did the problem start?
 3. What has changed since the problem has started? (Did you install a new program, or printer?)
 4. If you restart your computer, is it still happening?
7. **Due Date and PO Number** - You may choose a date that you would prefer the service be completed by, but you will not have a PO number to fill in to the form. You will skip both of these fields in most cases.

**There is also an area to select if you are having an emergency with your computer. This is for extreme issues such as you suspecting that you have a computer virus, or your business network is down.*

8. **Step 3 - Contact Details** - You need only to provide your email address and telephone number for us to reach you. Do not change the "Name" that is generated based off of your computer ID.
9. **Click on Submit** - Now a ticket is generated on our portal at the HigherGround office, and a technician will get in touch with you shortly to address the situation.

Appendix B

How to Request Service



Email the Technical Support Team

1. You may send us an email at: support@higherground.it

While email is more convenient for many users, we ask that you still provide the technicians with the same information you would in submitting a ticket. It is important for us to diagnose the issue and resolve it as quickly as possible. Those details help us to do so.

Call Technical Support Team

1. You can call the technical support team direct at: **847.897.1640**, and choose **Option 1**.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to:

A) Award a contract for purchase of seven new amplifiers for the Sears Centre Arena public address system to Visua, Neenah, Wisconsin, in the amount not to exceed \$17,146.54; and

B) Waive bidding and award a contract to install seven amplifiers to Visua, Neenah, Wisconsin, including installation and start up in an amount not to exceed \$6,756.16;

in the total amount of \$23,902.70

MEETING DATE: February 24, 2020

COMMITTEE: Finance

FROM: *M.K.* Mark Koplin/Ben Gibbs

REQUEST: Request authorization to:

A) Award a contract for purchase of seven new amplifiers for the Sears Centre Arena public address system to Visua, Neenah, Wisconsin, in an amount not to exceed \$17,146.54; and

B) Waive bidding and award a contract to install seven amplifiers to Visua, Neenah, Wisconsin, including installation and start up in an amount not to exceed \$6,756.16

in the total amount of \$23,902.70.

BACKGROUND: In 2016, the Village approved a contract with Total Sports Service or TSE, a company affiliated with Visua, to upgrade the audio/visual equipment at the SCA in preparation for the Windy City Bull's first season. They completed that work in 2016, and were called in again in 2018 to make emergency repairs to the Public Address (PA) system after a lightning strike caused damage and put the PA system out of service just before graduations. TSE/Visua made those repairs and identified additional work that needed to be done in the next couple of years to keep the PA working at optimal levels. TSE/Visua recommended replacing the remaining amplifiers over several years.

DISCUSSION:

As Visua is familiar with the complexity of the SCA audio/visual systems and made the repairs two years ago, the SCA reached out to obtain a proposal for replacing seven amplifiers in 2020. It is important to replace the amplifiers with the same brand to be compatible with the controls and ensure functionality. Using a different brand would require reprogramming and cause uncertainty as to the reliability of the PA system. In accordance with SCA purchasing policy, proposals were obtained from Visua and two additional sources. Visua, was \$4,300 less than Crown Audio and purchasing direct from Amazon.

The installation, integration, trouble shooting, and start up is critical, and Visua has the unique knowledge and capability to make sure the system is fully functional upon completion. Visua quoted a cost of \$6,756.16 to install the amps. Thus, the total exceeds \$20,000, which requires Village Board approval. Further, the Village's purchasing policy requires justification of a "sole source vender". The PA system is a critical component at the SCA and compatibility and proper installation of equipment is an overriding concern. There is no practical substitute other than using Visua.

FINANCIAL IMPACT:

The 2020 CIP includes \$25,000 from the Village to replace seven (roughly half) of the remaining amplifiers in 2020. The other half are scheduled for replacement in 2021.

RECOMMENDATION:

Request authorization to:

- A) Award a contract for purchase of seven new amplifiers for the Sears Centre Arena public address system to Visua, Neenah, Wisconsin, in an amount not to exceed \$17,146.54; and
 - B) Waive bidding and award a contract to install seven amplifiers including installation and start up to Visua, Neenah, Wisconsin in an amount not to exceed \$6,756.16
- in the total amount of \$23,902.70.

Attachment

AUDIO SYSTEM - EQUIPMENT

SCOPE

PRE-Existing Amplifiers: 4ea IT6000, 11ea IT4000, 13ea CT600 (2 are suite corridor), 3ea CTS 1200 and 2ea CTS 600

Total Replacement (15ea 2400N, 15ea 600N and 3ea 1250N)

Previously Replaced as part of *Phase 1* - 7ea 2400N and 1 ea 600N)

2nd Phase (THIS PROPOSAL) – 4ea 600N and 3ea 1250N

Remaining amps to be changed- 8ea 2400N 10ea 600N 0ea 1250N

AMPLIFICATION

QTY DESCRIPTION

- 4 Crown DCi2x600N 2x600W Power Amplifier
- 3 Crown DCi2x1250N 2x1250W Power Amplifier
- 1 Misc Control & Cable

AUDIO SYSTEM - EQUIPMENT TOTAL

\$17,146.54

AUDIO SYSTEM - SERVICE

SCOPE

Installation of AMPS in existing racks. Programming, configuration, and training included. Travel expenses also included in total service price.

INTEGRATION SERVICES

QTY DESCRIPTION

- 1 Visua INSTALLATION by VISUA AV Systems Integrators
- 1 Visua Start-up Systems Start-up, Configuration & Training
- 1 Visua Project Management Programming
- 1 Visua SHIPPING & HANDLING

AUDIO SYSTEM - SERVICE TOTAL **\$6,756.16**

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to waive bidding and award contract for Sears Centre Arena HVAC Building Automation System Replacement to Automated Logic, Lisle, IL, in an amount not to exceed \$241,056.

MEETING DATE: February 24, 2020

COMMITTEE: Finance

FROM: Joseph Nebel, Director of Public Works
Paul Petrenko, Superintendent of Facilities and Arena Maintenance

PURPOSE: To award contract for installation of a replacement building HVAC automation system in the Sears Centre Arena.

BACKGROUND: The Sears Centre Arena HVAC systems are currently controlled by a Johnson Controls N2 Metasys system that provides limited management of building functions. The technology and hardware has been discontinued since 2013 and is no longer manufactured or available. An evaluation by ComEd engineers has determined that this system is obsolete and qualifies for replacement incentives.

A significant limitation in the original system design is that there are insufficient sensors installed to adequately provide critical feedback on whether HVAC systems are actually operating as indicated on the computer interface. The Sears Centre Arena Building Engineer currently must physically open equipment hatchways on the catwalk during events to determine if units are running.

Accurate fan controls and sensors to properly evacuate vehicle exhaust or pyrotechnic smoke during events are lacking or non-operational and currently, there is no monitoring of the kitchen HVAC system.

Automated Logic was asked to evaluate the building and provide a proposal to upgrade it to the current technology standards and have a replacement Direct Digital Control (DDC) system commissioned with new software and graphical interface (see Automated Logic proposal).

DISCUSSION:

The proposed system will integrate with the rest of Village facilities using the same automation and controls technology currently in use. This would allow Village staff to assist Arena staff with training, troubleshooting, monitoring and programming issues that would ordinarily be very costly to contract out.

The Village has adopted Automated Logic as its standard for building automation control. Automated Logic is an open protocol software and hardware system that accommodates the integration of a wide variety of different devices and uses BACnet as its communication standard. The software is easy to learn and the graphical user interface (GUI) is intuitive.

Automated Logic is a single source vendor with the Chicago office as the authorized Midwest representative for their products and services. Comparing published service rates of other automation companies with Automated Logic shows that Automatic Logic continues to be very competitive as a building automation systems integrator (see service rate comparison).

To help fund this project, the Village, with the assistance of Automated Logic, applied and received an incentive from the ComEd Energy Efficiency Program in the amount of \$29,400 which will offset part of the cost of this project (see ComEd incentive letter).

FINANCIAL IMPACT:

\$250,000.00 is allocated within the FY2020 budget under Sears Operating Fund (41000024-4542) for the replacement of the HVAC building automation system. ComEd Energy Efficiency Program incentive in the amount of \$29,400 will be applied toward the project once completed and verified by ComEd. The net cost to the Village would be \$211,656.00.

RECOMMENDATION:

Request authorization to waive formal bidding and award contract for Sears Centre Arena HVAC Building Automation System Replacement to Automated Logic, Lisle, IL, in an amount not to exceed \$241,056.

Attachments

cc: Mark Koplin
Ben Gibbs

BUILDING AUTOMATION SYSTEM PROPOSAL

Village of Hoffman Estates – Sears Centre Retrofit

Prepared For: Village of Hoffman Estates
Attn: Paul Petrenko
Project Info: Sears Centre Retrofit

Date: 2/4/2020

Prepared By: Jeff Schuurman | *Account Executive*
 M: 630-280-5351
jeffrey.schuurman@carrier.com

Terms: This proposal is subject to the attached TERMS AND CONDITIONS OF SALE AUTOMATED LOGIC CONTRACTING SERVICES, INC. dated 7-01-19

Project Description:

Automated Logic is pleased to provide the enclosed proposal for a new Automated Logic WebCTRL Building Automation System (BAS) for the Village of Hoffman Estates – Sears Centre. Automated Logic will provide all necessary engineering, software, hardware, installation, project management, commissioning, programming, and warranty for a complete, turnkey system.

Project Cost

Building Automation System Base Bid	\$ 248,200 \$241,056
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ComEd Incentives

ALC will pursue all available incentives for this project. The customer may be eligible for the following incentive amount, which will be determined once ComEd issues a pre-approval letter.

Proposed ComEd Standard Incentive	\$29,400
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Scope of Work

Network Router and Riser:

- Run new network between all panels to be tied into new building automation system.
- Replace existing JCI FX60E controller with ALC network router controller.
- Provide Ethernet cabling between new BAS Network router and the PC/ workstation in engineer’s office.
- Reuse all existing 120 volt source power, I/O wiring, relays, contactors, and 24 volt transformers

BUILDING AUTOMATION SYSTEM PROPOSAL

(1) Catwalk Level RTU Panel [RTU 1, 2, 3 and REF 1A, 1B, 1C]:

- Replace existing JCI controllers with ALC controllers
- Reuse all existing 120 volt source power, I/O wiring, relays, contactors, actuators and 24 volt transformers
- Tag and remove all existing inputs and outputs from existing controllers.
- Rewire, verify and test sequence operation of all converted input and output sensors, devices and relays.

(1) Catwalk Level RTU Panel [RTU 4, 5, 6 and REF 1E, 1F, 1G]:

- Replace existing JCI controllers with ALC controllers
- Reuse all existing 120 volt source power, I/O wiring, relays, contactors, actuators and 24 volt transformers
- Tag and remove all existing inputs and outputs from existing controllers.
- Rewire, verify and test sequence operation of all converted input and output sensors, devices and relays.

(6) Roof Level RTU Sub Panels [Located in RTU 1, 2, 3, 4, 5 & 6]:

- Replace existing JCI controllers with ALC controllers
- Reuse all existing 120 volt source power, enclosures, I/O wiring, relays, contactors, actuators and 24 volt transformers
- Tag and remove all existing inputs and outputs from existing controllers.
- Rewire, verify and test sequence operation of all converted input and output sensors, devices and relays.
- Add airflow sensors to monitor CFM on RTUs
- Add current transducers to monitor RTU status

(4) Exhaust Fan Panels 3, 4, 5 and 6 [Suite Level Northwest/Southeast, Concourse Level Northeast/Southeast]:

- Replace existing JCI controllers with ALC controllers
- Reuse all existing 120 volt source power, I/O wiring, relays, contactors, actuators and 24 volt transformers
- Tag and remove all existing inputs and outputs from existing controllers.
- Rewire, verify and test sequence operation of all converted input and output sensors, devices and relays.

(2) Catwalk Level Intake Damper Panels:

- Replace existing JCI controllers with ALC controllers
- Reuse all existing 120 volt source power, I/O wiring, relays, contactors, actuators, 24 volt transformers
- Tag and remove all existing inputs and outputs from existing controllers.
- Rewire, verify and test sequence operation of all converted input and output sensors, devices and relays.

(2) Event Level Exhaust Fan Panels:

- Replace existing JCI controllers with ALC controllers
- Reuse all existing 120 volt source power, I/O wiring, relays, contactors, actuators and 24 volt transformers
- Tag and remove all existing inputs and outputs from existing controllers.
- Rewire, verify and test sequence operation of all converted input and output sensors, devices and relays.

(34) Variable Air Volume Boxes with Electric Reheat:

- Replace existing controller with ALC controller
- Replace all existing space temperature sensors w/ ZS-Pro sensors

(6) Packaged Carrier RTUs:

- Integrate to existing packaged RTU controller via LON (maximum of 25 points)

BUILDING AUTOMATION SYSTEM PROPOSAL

(1) Kitchen Make-Up Air Unit:

- Furnish and install new enclosure, ALC controller, 120 volt source power, I/O wiring, relays, contactors, 24 volt transformers.
- Replace all temperature sensor(s) with new.
- ALC to provide the required points per unit wiring diagram

(1) Security Office Fire Alarm Panel:

- Replace existing JCI controllers with ALC controllers
- Reuse all existing 120 volt source power, I/O wiring, relays, contactors, and 24 volt transformers
- Tag and remove all existing inputs and outputs from existing controllers.
- Rewire, verify and test sequence operation of all converted input and output sensors, devices and relays.

Front End Software, Workstation, & Network:

- Provide web-based Automated Logic WebCTRL Graphical User Interface (GUI) software. Provide all programming, database configuration, and graphics for the GUI. Verify proper operation of system inputs, outputs, and sequences. Integrate to Village enterprise server.

BUILDING AUTOMATION SYSTEM PROPOSAL

Scope Clarifications & Exclusions

Clarifications:

- Free air piping except where conduit already exists
- Village of Hoffman Estates to provide lift
- Existing devices are assumed to be in good working condition. Existing devices shall be re-used. Existing wiring to these devices shall also be re-used. If any non-functional devices are found during testing, ALC can replace faulty devices at additional cost.
- VFDs to be hardwired only (as existing) – No integration
- Smoke evacuation system sequence of operations to be provided by the Village of Hoffman Estates.
- ComEd incentives not guaranteed. All ComEd incentives are currently awaiting pre-approval and have been submitted. In addition, all required control strategies must be implemented.
- All valves, dampers, thermowells, flow meters, air flow monitors, and pressure taps will be provided to the mechanical contractor for installation.
- Provide all necessary low voltage control wiring per local installation code with Union Electricians.
- Provide (8) hours of onsite customer training.
- Provide a (1) year warranty for the ALC furnished material and BAS.
- This proposal is based on labor during normal business hours.
- ALC will provide pricing to the owner for a comprehensive Service Agreement upon fully engineering system.
- Based on the attached contract terms.

Exclusions:

- Anything outside of the above scope
- Design of smoke evacuation system sequence of operations.
- Liability for existing controls and equipment to remain.
- Manufacturer-Provided Controls for Packaged Units described above.
- Furnish and installation of communication cards for third party equipment and/or devices
- Startup and commissioning of third party controls and/or equipment
- Variable Frequency Drives (VFD) or Variable Speed Drives (VSD).
- Power Wiring (120v)
- Fire dampers, smoke dampers, combination fire/smoke dampers, or any associated actuators/interlock wiring.
- Cutting, patching, painting, demolition work, roofing work, hoisting charges, or access doors
- Fiscal responsibility for consequential & liquidated damages.
- Permits, fees, or performance and/or payment bonds.
- Testing & Balancing.
- Premium time.

BUILDING AUTOMATION SYSTEM PROPOSAL

TERMS AND CONDITIONS OF SALE AUTOMATED LOGIC CONTRACTING SERVICES, INC. 7-01-19

1. PAYMENT AND TAXES – Payment shall be made not 30 days from date of invoice. Automated Logic reserves the right to require cash payment or other alternative method of payment prior to shipment or completion of work if Automated Logic determines, in its sole discretion, that Customer or Customer's assignee's financial condition at any time does not justify continuance of the not 30 days payment term. In addition to the price, the Customer shall pay Automated Logic any taxes or government charges arising from this Agreement. If Customer claims any such taxes do not apply to transactions covered by this Agreement, Customer shall provide Automated Logic with acceptable tax exemption certificates. Payment for service agreements shall be due and payable in advance of services being rendered.

2. SCOPE OF WORK/EXCLUSIONS – Repair to building construction, plastering, patching and painting are excluded. Customer agrees to provide Automated Logic with required field utilities (electricity, toilets, drinking water, receiving dock, project hoist, elevator service, etc.) without charge. Automated Logic agrees to keep the job site clean of debris arising out of its own operations. Customer shall not back charge Automated Logic for any costs or expenses without Automated Logic's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by Automated Logic under this Agreement, Automated Logic's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control removal, or disposal of environmental hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of the Agreement elsewhere contained which may authorize or empower the Customer to change, modify, or alter the scope of work or services to be performed by Automated Logic shall not operate to compel Automated Logic to perform any work relating to Hazards without Automated Logic's express written consent. Services performed at customer's direction outside of the scope of this Agreement will be billed at our scheduled rates.

3. EXTRAS – Work and material in addition to or different from that stated herein, and changes in drawings, specifications or time of performance shall be considered as extras, and shall entitle Automated Logic to an adjustment in the contract price and the delivery schedule.

4. EMERGENCY SERVICE WORK – If emergency service is performed at Customer's request and inspection does not reveal any defects for which Automated Logic is liable under this Agreement, Customer shall pay for such work at Automated Logic's prevailing time and material rate.

5. SHIPMENT/PARTIAL SHIPMENT/RETURNS – All product shipments shall be FCA shipping point (Incoterms 2010), freight prepaid and allowed to the job site. Shipment dates quoted are approximate. Automated Logic does not guarantee a particular date for shipment or delivery. Automated Logic shall have the right to ship any portion of equipment goods or other materials included in this Agreement and invoice Customer for such partial shipment. No goods will be accepted for return without prior written authorization. Returned goods may be subject to a restocking charge. Special order and non-stock items cannot be returned.

6. DELAYS – Automated Logic shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Automated Logic's control, including, but not limited to acts of God or of the public acts of government, acts of terrorism, fire, floods, epidemics, freight embargoes, unusually severe weather, riots, strikes or labor disputes, conditions of the premises, acts or omissions of the Customer, Owner or other contractors, or delays caused by suppliers or subcontractors ("Force Majeure Event(s)"). In the event Automated Logic is delayed in manufacturing, shipping, delivery or any other performance under this Agreement by a Force Majeure Event and without the fault or negligence of Automated Logic, Automated Logic agrees to notify Customer in writing as soon as practicable of the causes of such delay, and Automated Logic shall further be entitled to an extension of the time equivalent to the duration of any such delay and a reasonable time in which to recover from said delay to resume performance. In the event any materials or equipment to be provided by Automated Logic under this Agreement becomes permanently unavailable as a result of a Force Majeure Event, Automated Logic shall be excused from furnishing said materials or equipment.

7. WARRANTY – Automated Logic warrants to Customer that the Work performed by Automated Logic hereunder will comply in all material respects with the attached Scope of Work or Statement of Services and will be free from material defects in workmanship. Automated Logic warrants that all equipment manufactured by Automated Logic Corporation and all Automated Logic equipment parts or components supplied hereunder will be free from defects in material and workmanship. Automated Logic shall at its option repair or replace, FCA point of sale (Incoterms 2010), any equipment, part or component sold by Automated Logic and determined to be defective within one (1) year from the date Customer has beneficial use. Automated Logic does not warrant products not manufactured by Automated Logic, but it does pass on to Customer any available manufacturer's warranty for such products. Automated Logic warrants that all services provided by Automated Logic hereunder shall be performed in a workmanlike manner. In the event any such service is determined to be defective within ninety (90) days of completion of that service, Automated Logic shall at its option re-perform or issue a credit for such service. Automated Logic's obligations as set forth herein shall be the Customer's exclusive remedy. Automated Logic shall not be responsible for labor charges for removal or reinstallation of defective equipment parts or components, for charges for transportation, handling and shipping, or for repairs or replacement of such equipment, parts or components required as a consequence of faulty installation when not installed by Automated Logic, misapplication, vandalism, abuse, exposure to chemicals, improper servicing, unauthorized alteration or improper operation by persons other than Automated Logic. **THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

Customer's use of any software provided under this Agreement is licensed (if applicable) and governed by the applicable end user license agreement.

8. WORKING HOURS – All services performed under this Agreement, including major repairs, are to be provided during Automated Logic's normal working hours unless otherwise agreed in writing.

9. CHANGE ORDERS/ADDITIONAL WORK – Automated Logic will not perform additional work until such time as Automated Logic receives a change order, duly executed by each party, setting forth the scope and an agreed upon price for the additional work, as well as any appropriate adjustments to the delivery schedule. Additional work and/or materials supplied under any change order shall be subject to the terms of this Agreement.

10. CUSTOMER RESPONSIBILITIES – Customer shall: provide safe and reasonable access to the job site and equipment being serviced, provide a safe work environment, keep areas adjacent to equipment free of extraneous material, move any stock, fixtures, walls, partitions, ceilings, enclosures or such other property as may be necessary to perform the specified work, promptly notify Automated Logic of any unusual operating conditions, operate any equipment supplied hereunder properly and in accordance with instructions, and identify and label any asbestos-containing material that may be present. The Customer will provide, in writing, prior to the start of a job a signed statement regarding the absence or presence of asbestos for any job where the building or the equipment to be serviced is older than 1981. Should this document state that no asbestos is present, the Customer will also provide in writing the method used to determine the absence of asbestos. If online service via modem is being provided, the Customer shall provide and maintain, at Customer's cost, a voice grade dial-up telephone line or internet connection installed in a mutually agreed upon location.

11. LIMITATION OF LIABILITY – Under no circumstances shall Automated Logic be liable for any indirect, incidental, special or consequential damages, including loss of revenue, loss of use of equipment or facilities, loss of data, or economic damages howsoever arising. Automated Logic shall be liable for damage to property, other than equipment provided under this Agreement, and to persons, to the extent that Automated Logic's negligent acts or omissions directly contributed to such injury or property damage. To the extent permitted by law, Automated Logic's aggregate liability for any reason, whether in contract, tort (including negligence) or otherwise, will be limited to the value of the payments received by Automated Logic under this Agreement. The aggregate liability shall not limit the liability of Automated Logic for any injury to, or death of a person, caused by its gross negligence.

12. CUSTOMER TERMINATION FOR DEFAULT – Customer shall have the right to terminate this Agreement for Automated Logic's default provided Automated Logic fails to cure such default within thirty (30) days after having been given prior written notice of the default. Upon early termination or expiration of this Agreement,

Automated Logic shall have free access to enter Customer locations to disconnect and remove any and all Automated Logic-owned parts, tools and personal property. Additionally, Customer agrees to pay Automated Logic for all incurred but unamortized service costs performed by Automated Logic including overhead and a reasonable profit.

13. AUTOMATED LOGIC TERMINATION – Automated Logic reserves the right to discontinue its service or performance under this Agreement any time payments have not been made as agreed or if alterations, additions or repairs are made to equipment during the term of this Agreement by others without prior agreement between Customer and Automated Logic. Should Customer fail to make payment in accordance with the terms of this Agreement and such failure continues without cure for a period of five (5) days following Customer's receipt of written notice of such payment default, Automated Logic may terminate this Agreement without liability.

14. CLAIMS / ALC EMPLOYEES – Any lawsuits arising from the performance or nonperformance of this Agreement, whether based upon contract, negligence, strict liability or otherwise, shall be brought within one (1) year from the date the claim arose. The Customer acknowledges that Automated Logic's employees are valuable assets to Automated Logic. During the Term of this Agreement or one hundred eighty (180) days from the effective date, whichever is greater, if Customer hires an Automated Logic employee who worked at the Customer's facility at any time, the Customer agrees to 1) pay Automated Logic an amount equal to twelve (12) months' salary for such employee, and 2) reimburse Automated Logic for all costs associated with any training Automated Logic provided to such employee.

15. GOVERNMENT PROCUREMENTS –

(a) **COMMERCIAL ITEMS** – The components, equipment and services provided by Automated Logic under this Agreement are "commercial items" as defined in Section 2.101 of the Federal Acquisition Regulations ("FAR"), and the prices of such components, equipment and services are based on Automated Logic's commercial pricing policies and practices (which do not consider any special requirements of U.S. Government cost principles, FAR Part 31, or any similar procurement regulations). As such, Automated Logic will not agree to provide or certify cost or pricing data, nor will Automated Logic agree to comply with the Cost Accounting Standards (CAS). In addition, no government procurement regulations, such as FARs or DFARS, shall apply to this Agreement except those regulations expressly accepted in writing by Automated Logic.

(b) **WHERE AUTOMATED LOGIC IS SUBCONTRACTOR** – Where Automated Logic is subcontractor, Automated Logic is agreeing to perform a private subcontract for the sale of a commercial item on a fixed-price basis to Customer (a private entity) and as such there shall be no Federal Acquisition Regulations (FARs), DFARS, CFRs, or any other government procurement regulations of any kind which apply to this Agreement, except those regulations expressly accepted in writing by Automated Logic. In addition, Automated Logic will not agree to provide or certify cost or pricing data nor will Automated Logic agree to comply with the Cost Accounting Standards (CAS). Automated Logic refers to FAR 52.244-6, "Subcontracts for Commercial Items and Commercial Components."

16. HAZARDOUS MATERIALS – If Automated Logic encounters any asbestos or other hazardous material while performing this Agreement, Automated Logic may suspend its work and remove its employees from the project, until such material and any hazards associated with it are abated. The time for Automated Logic's performance shall be extended accordingly, and Automated Logic shall be compensated for the delay.

17. OCCUPATIONAL SAFETY AND HEALTH – Automated Logic and Customer agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act ("OSHA") relating in any way to the performance of work under this Agreement, the project or the job site.

18. ENTIRE AGREEMENT, ASSIGNMENT AND MODIFICATION – This Agreement contains the complete and exclusive statement of the agreement between Automated Logic and Customer and supersedes all previous or contemporaneous, oral or written, statements. Customer may assign this Agreement only with Automated Logic's prior written consent. No change, modification, amendment or waiver of any of the terms or conditions of this Agreement shall be binding upon the parties unless made in writing and duly executed by both parties hereto.

19. CUSTOMER CONSENT – Customer consents and agrees that Automated Logic may, from time to time, publicize Automated Logic related projects with Customer, including the value of such projects, in all forms and media for advertising, trade, and any other lawful purposes.

20. FOR WORK BEING PERFORMED IN CALIFORNIA – Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P O Box 28000, Sacramento, California 95826.

21. INTELLECTUAL PROPERTY – Notwithstanding anything to the contrary stated herein, Automated Logic retains ownership of its intellectual property and no license to Automated Logic's intellectual property is granted except as necessary for Customer to use any deliverables and/or services provided hereunder.

22. DATA PRIVACY – Each party will comply with applicable data privacy laws governing personal information collected and processed under this Agreement.

23. REMOTE MONITORING

(a) **DATA RIGHTS** – Customer hereby grants and agrees to grant to Automated Logic a worldwide, non-exclusive, non-terminable, irrevocable, perpetual, paid-up, royalty free license to any Source Data, with the right to sub-license to its affiliates and suppliers for (i) Automated Logic's performance of services pursuant to this Agreement, (ii) the improvement of Automated Logic services, and Automated Logic's Analytics Platform, (iii) improving product performance, operation, reliability, and maintainability; (iv) to create, compile, and/or use datasets and/or statistics for the purposes of benchmarking, development of best practices, product improvement, (v) the provision of services to third parties, (vi) research, statistical, and marketing purposes, and/or (vii) in support of Automated Logic agreements.

Source Data – shall mean data that is produced directly from a system, or device and received at a collection point or a central server (e.g. a Automated Logic's database, data lake, or third party cloud service). Analytics Platform – shall mean server algorithms or web interface systems used to (i) interpret, convert, manipulate, or calculate data, (ii) perform data processing, and/or (iii) the delivery of data to Automated Logic, affiliates or suppliers of Automated Logic, and/or Customer.

(b) **RETURN OF DATA** – Customer understands and acknowledges that Automated Logic will collect Source Data that will be stored on and/or transmitted to Automated Logic's servers and to suppliers or affiliates that are contracted by Automated Logic and used to transmit, process, extract or store such Source Data for purposes of Automated Logic's performance of the service in accordance with this Agreement. Once such data and information has been stored and/or transmitted to Automated Logic's servers, Customer agrees that such data and information shall become part of Automated Logic's database and therefore subject to the license terms under section 22(b).

(c) **DATA DELIVERY** – During the term of the Agreement Customer shall (i) make reasonable efforts to ensure that the hardware remains powered on, (ii) avoid intentional action to impede, block or throttle collection and transmission of Source Data by Automated Logic, and (iii) avoid intentional action to disable, turn off, or remove the data collection hardware or software without Automated Logic's express written consent, which consent shall not be unreasonably withheld.

ComEd Energy Efficiency Program

February 05, 2020

5333 Prairie Stone Pkwy
Hoffman Estates, IL 60192
Re: Project STND-68189

Dear Paul W. Petrenko,

We are pleased to inform you that the ComEd® Energy Efficiency Program has reviewed and approved your project application for STND-68189 - Village of Hoffman Estates - 5333 Prairie Stone Pkwy - Hoffman Estates - 5333 Prairie Stone Pkwy, Hoffman Estates, IL 60192.

We have reserved \$29,400.00 for this project based on the following description:

Measures	Quantity
Building Energy Management System	294000

Your recommended pre-application reserved incentive is equal to the requested incentive. You can now start your project.

Reserved funds will expire on 12/31/2020 unless you request a one-time extension before the expiration date. Failure to submit a complete final application or a request for an extension may result in your project being canceled. Reserved funds may not be transferred to other projects, facilities or customers.

Please note that a reservation does not guarantee an incentive. The actual incentive amount paid will be based on our review of the final application and supporting documentation of equipment installed, and will be subject to eligible incentives, specifications and requirements.

Your installed equipment must meet the required specifications and comply with all terms and conditions.¹ Equipment specifications and program terms and conditions are found in the application and incentive worksheets available at ComEd.com/Bizincentives.

To expedite final application processing, please submit all supporting documentation specified in the application and incentive worksheet(s). In addition, your application requires:

- A detailed sequence of operations demonstrating how each selected strategy is implemented.
- Control system screenshots that verify each implemented strategy chosen on the application:
 - o Each screenshot must validate the control logic and the monitored points of all selected control strategies.
 - o Each screenshot must exhibit a trend report that confirms implementation of all selected control strategies.

As a reminder, your signed project application states that pursuant to Section 16-128B of the Illinois Public Utilities Act, ComEd cannot issue certain incentives or rebates unless it is provided with: 1) certification that measures were self-installed by the ComEd customer, or 2) evidence that the

ComEd Energy Efficiency Program

measures were installed by an installer certified by the Illinois Commerce Commission.

Looking for some instant savings? ComEd also offers instant discounts on energy-efficient lighting products such as screw-in lamp replacements, TLEDs, LED exit signs and more through participating distributors. Have your customers visit ComEd.com/BizLights to learn more!

We appreciate your participation in our program and the efforts your organization is undertaking to save energy. If you have questions, please call us at (855) 433-2700 or email us at BusinessEE@ComEd.com.

¹ All replaced equipment must be recycled/disposed of according to state, federal and local regulations. Information about State of Illinois requirements can be found at the Illinois Environmental Protection Agency website: <http://www.epa.state.il.us/land/citizen-involvement/recycling/>

Sincerely,

ComEd® Energy Efficiency Program Team

Terms and conditions apply.
Actual savings will vary by customer's energy usage and rate.
©Commonwealth Edison Company, 2019.
The ComEd Energy Efficiency Program is funded in compliance with state law.





APPLIED CONTROLS, INC
 30 W 270 Butterfield Rd. #115, Warrenville, IL 60555
 Phone: 630-836-9440 Fax: 630-836-9433
 Web: www.appliedcontrols.com



APPLIED CONTROLS INC SERVICE RATES 2-1-2019

On Site Service Option

Rate Type	Days	Time	Min Hrs. Charged	Truck/Trip Charge	Field Engineer	Electrician
Straight Time	Monday – Friday	7:00AM – 3:30PM	3 Hours	\$75.00	\$147.00	\$147.00
Time ½	Monday – Friday	3:30PM – 7:00AM	4 Hours	\$75.00	\$185.00	\$185.00
Time ½	Saturday	12:00AM – 3:30PM	4 Hours	\$75.00	\$185.00	\$185.00
Double Time	Saturday	3:30PM – 12:00AM	4 Hours	\$75.00	\$225.00	\$225.00
Double Time	Sunday	All Day	4 Hours	\$75.00	\$225.00	\$225.00
Double Time	Holiday	All Day	8 Hours	\$75.00	\$225.00	\$225.00

** Please note: Minimum hour and trip-truck charge applies per above

Automated Logic – Service and Installation Rates 1-1-2020

Description	Rate per/hr	Hours	Labor	Material	OH&P
Electrical Sub			\$ -	\$ -	\$ -
Technical Start-up and Commissioning	\$ 141.50		\$ -	\$ -	\$ -
Engineering	\$ 147.25		\$ -	\$ -	\$ -
Programming & Graphics	\$ 147.25		\$ -	\$ -	\$ -
Project Management / Supervision	\$ 180.75		\$ -	\$ -	\$ -
Panel Building	\$ 141.50		\$ -	\$ -	\$ -
ALC Material Deduct				\$0.00	\$ -
ALC Material Pricing (Breakdown below)				\$0.00	\$ -
Column Totals			\$ -	\$ -	\$ -
			15% OH&P	\$ -	
			Sub Total	\$ -	
			Change Order Total	\$ -	

I could not find published rates of any other major building automation systems integrators such as Siemens or Trane.

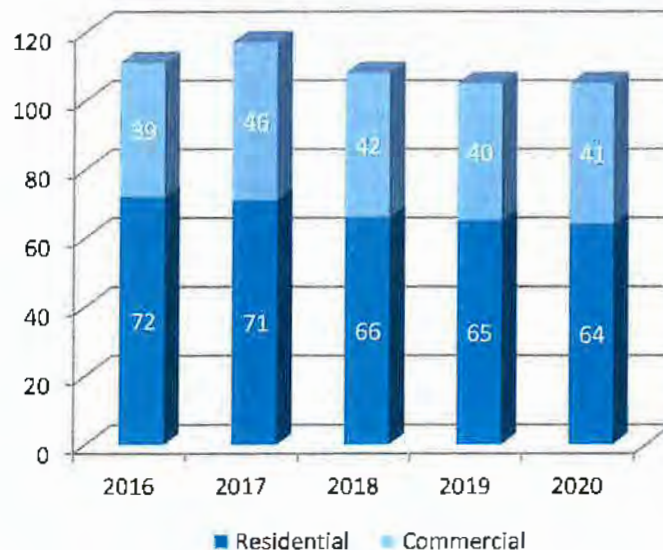


DEPARTMENT OF FINANCE MONTHLY REPORT JANUARY 2020

Water Billing

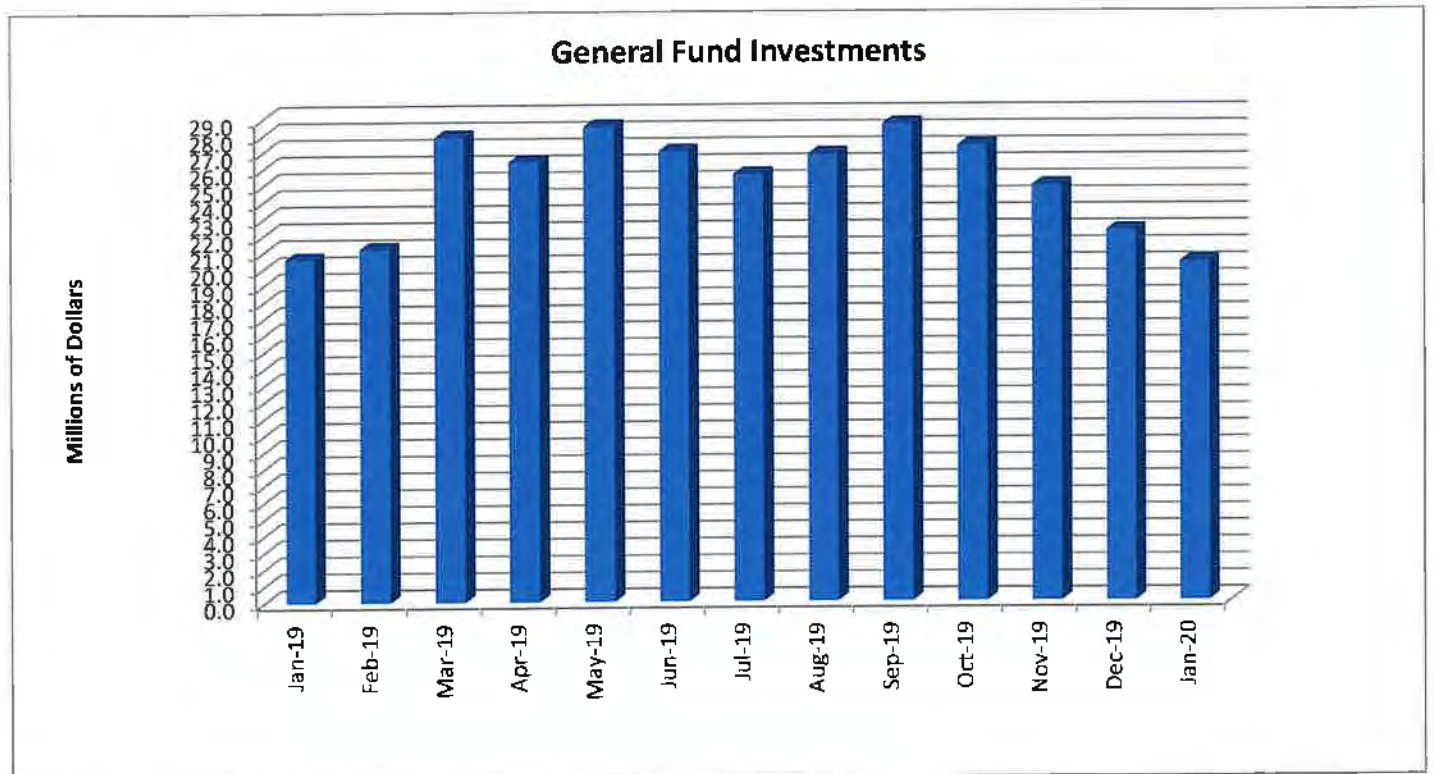
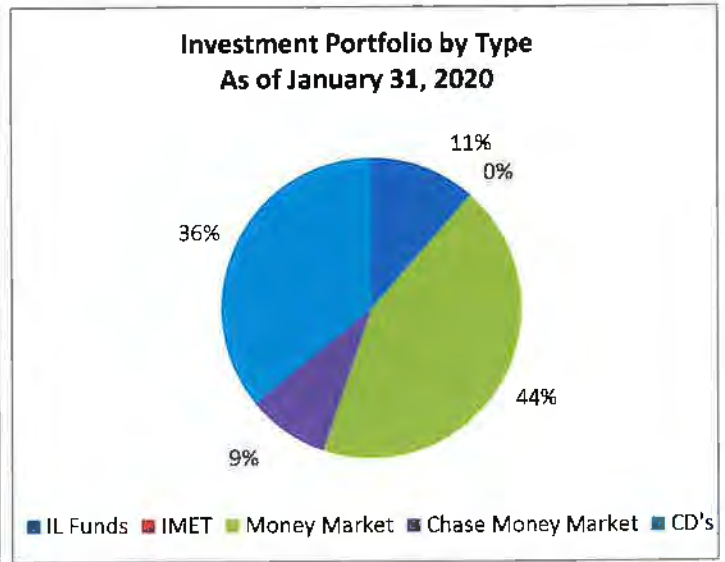
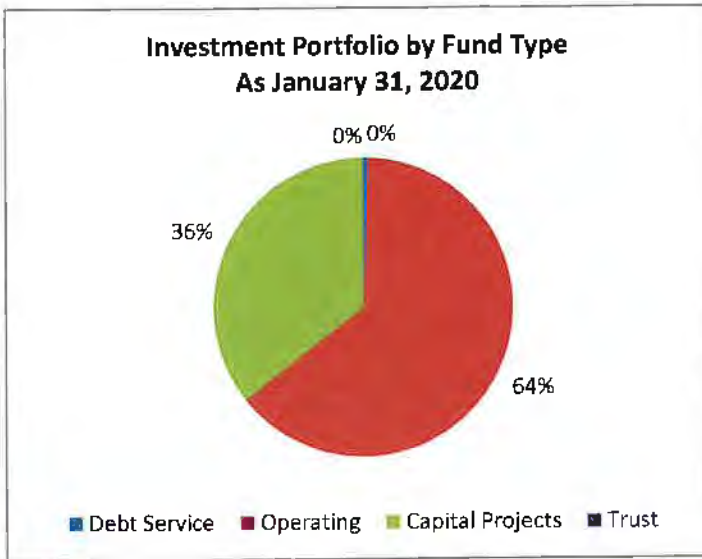
A total of 14,806 residential water bills were mailed on January 1st for November's water consumption. Average consumption was 4,342 gallons, resulting in an average residential water bill of \$61.02. Total consumption for all customers was 105 million gallons, with 64 million gallons attributable to residential consumption. When compared to the January 2019 billing, residential consumption decreased by 1.5%.

**Total Water Consumption
Month of January**



Village Investments

As of January 31, 2020, the Village's investment portfolio (not including pension trust funds) totaled \$60.7 million. Of this amount, \$38.8 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$21.9 million is related to debt service, capital projects and trust funds.



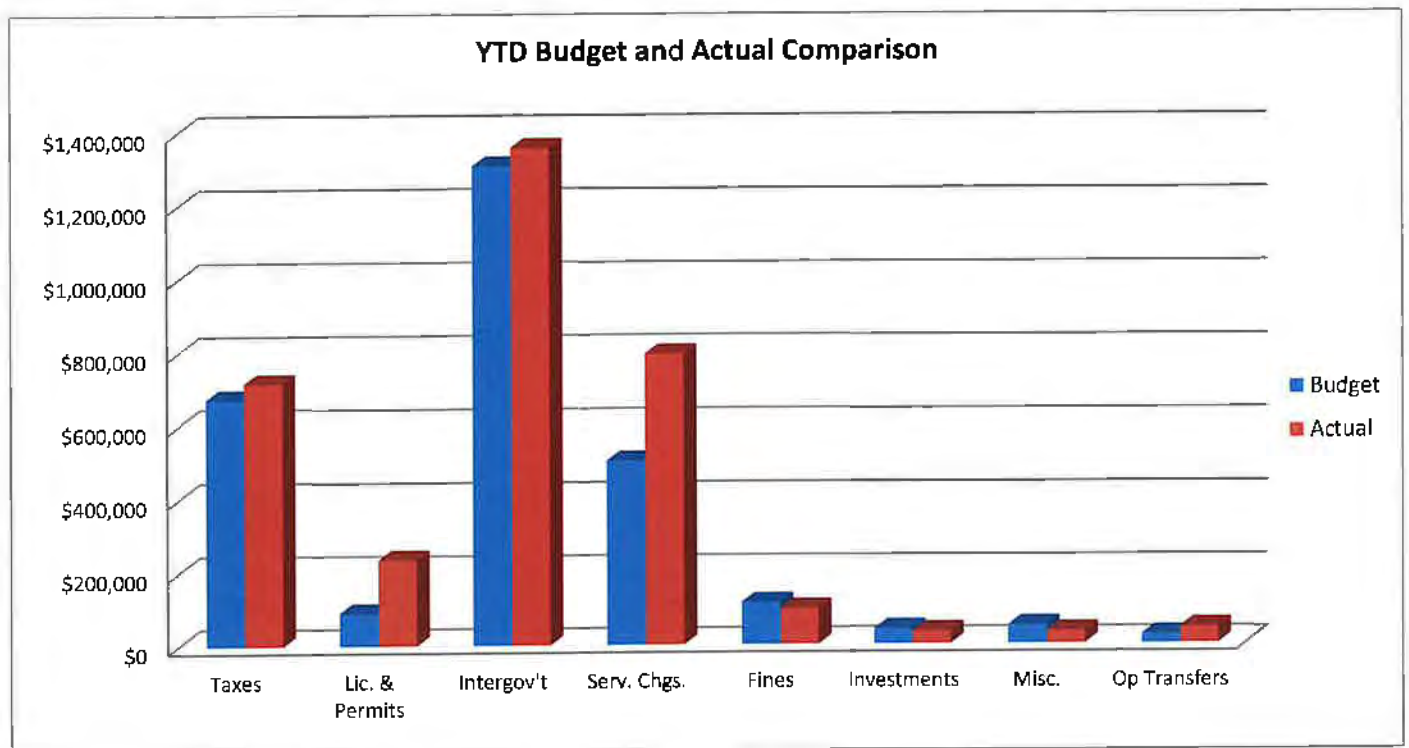
Operating Funds

General Fund

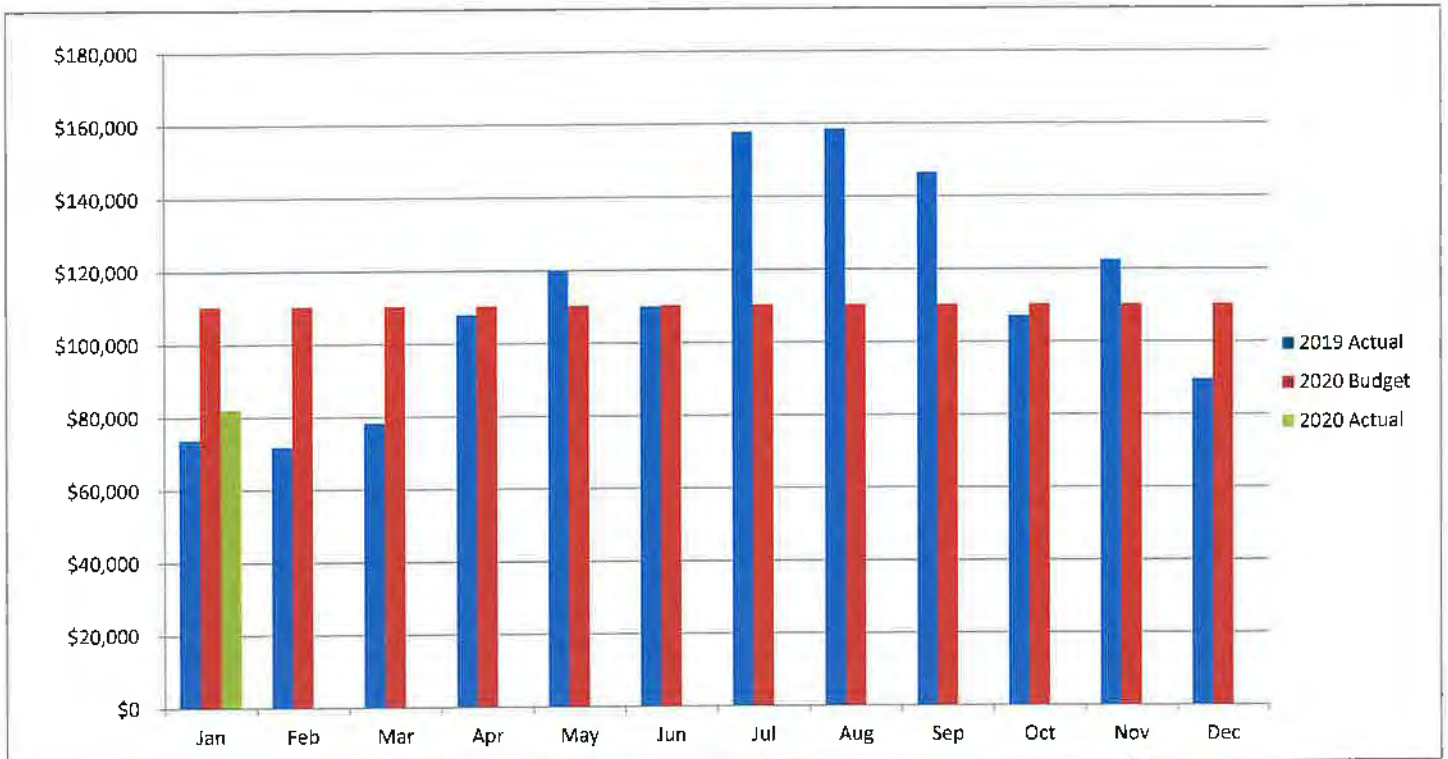
For the month of January, General Fund revenues totaled \$3,318,912 and expenditures totaled \$5,014,999 resulting in a deficit of \$1,696,087.

Revenues: January year-to-date figures are detailed in the table below. Licenses and permits are over budget because of increased permit activity. Charges for services are over budget due to Rental License renewals being received this month. Fines and Forfeits are under budget because of a distribution delay from the County for traffic violations. Investment income is under budget due to lower interest rates being realized. Most miscellaneous revenues are not received on a monthly basis.

REVENUES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 673,548	\$ 716,736	6.4%
Licenses & Permits	90,708	236,423	160.6%
Intergovernmental	1,307,168	1,356,564	3.8%
Charges for Services	504,038	794,605	57.6%
Fines & Forfeits	116,017	99,709	-14.1%
Investments	41,667	34,929	-16.2%
Miscellaneous	50,642	34,569	-31.7%
Operating Transfers	25,000	45,377	81.5%
TOTAL	\$ 2,808,787	\$ 3,318,912	18.2%

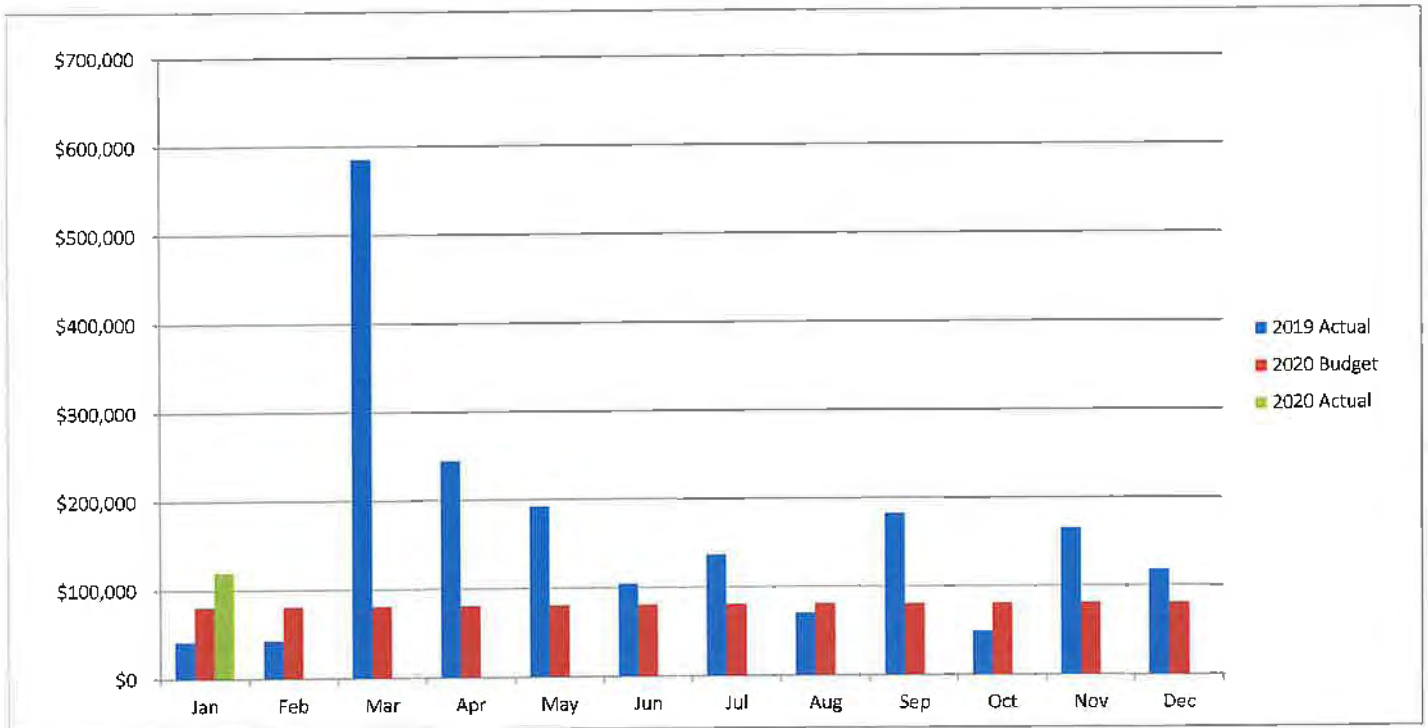


Hotel Tax



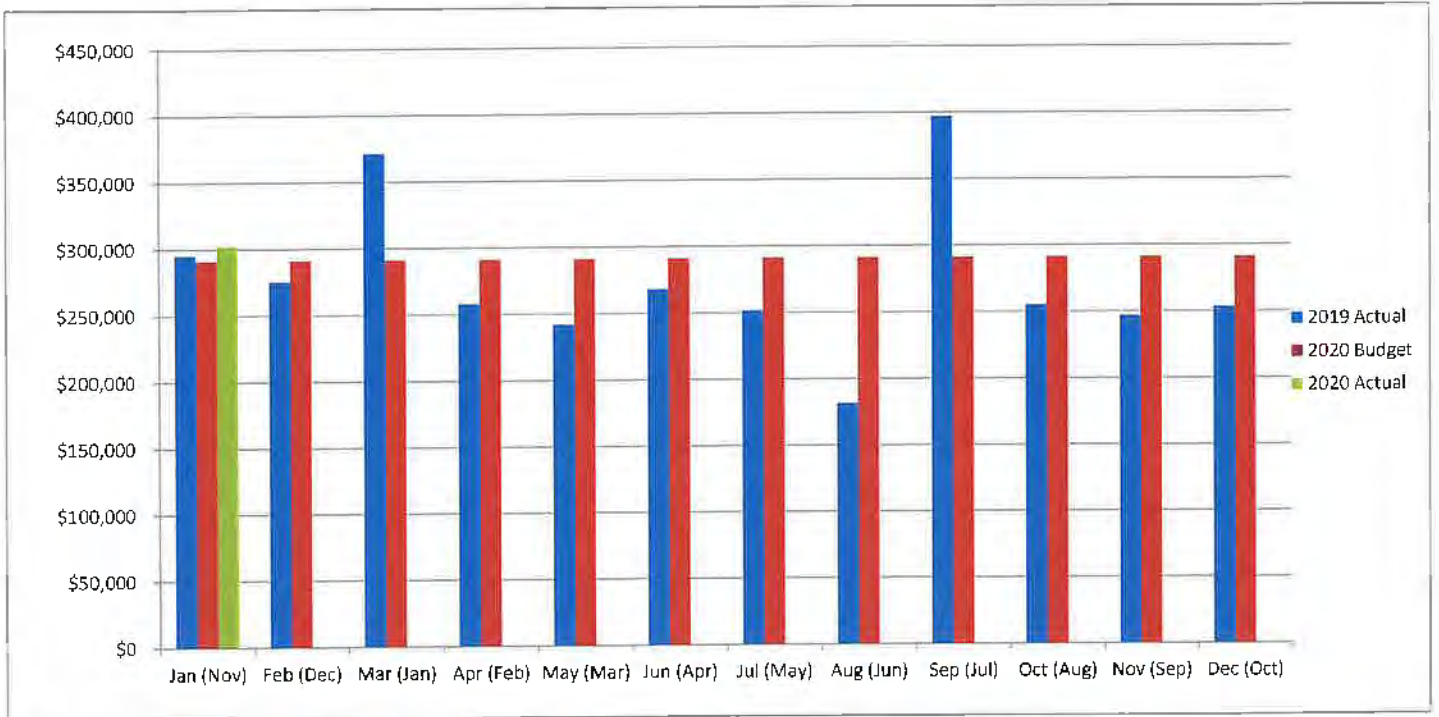
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 73,861	\$ 110,417	\$ 82,223	\$ (28,194)
Feb	71,935	110,417		
Mar	78,416	110,417		
Apr	108,026	110,417		
May	120,207	110,417		
Jun	110,051	110,417		
Jul	157,865	110,417		
Aug	158,661	110,417		
Sep	146,721	110,417		
Oct	107,205	110,417		
Nov	122,463	110,417		
Dec	89,727	110,417		
YTD Totals	<u>\$ 1,345,138</u>	<u>\$ 1,325,000</u>	<u>\$ 82,223</u>	

Real Estate Transfer Tax



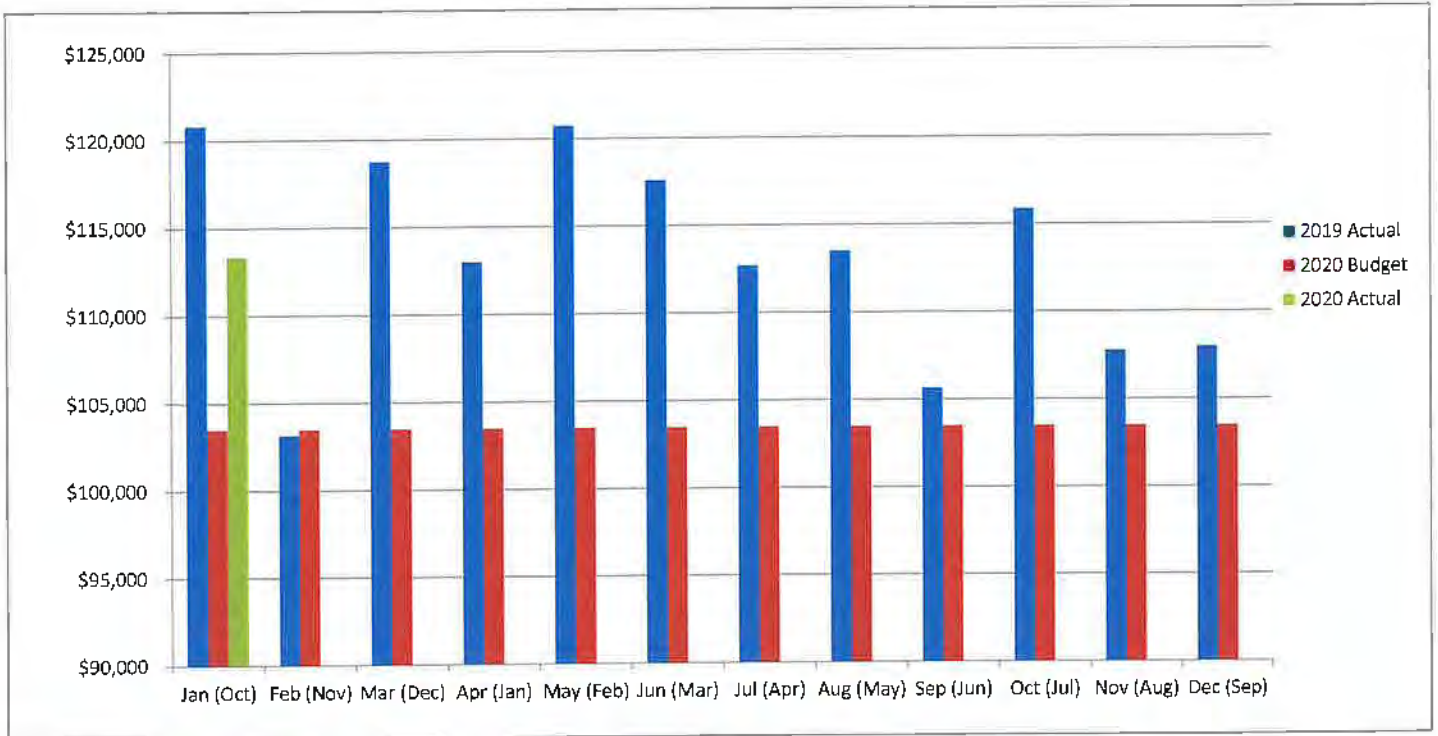
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 42,133	\$ 81,250	\$ 120,255	\$ 39,005
Feb	43,229	81,250		
Mar	585,748	81,250		
Apr	244,290	81,250		
May	192,702	81,250		
Jun	104,977	81,250		
Jul	137,205	81,250		
Aug	70,674	81,250		
Sep	183,226	81,250		
Oct	49,838	81,250		
Nov	165,212	81,250		
Dec	118,029	81,250		
YTD Totals	<u>\$ 1,937,263</u>	<u>\$ 975,000</u>	<u>\$ 120,255</u>	

Home Rule Sales Tax



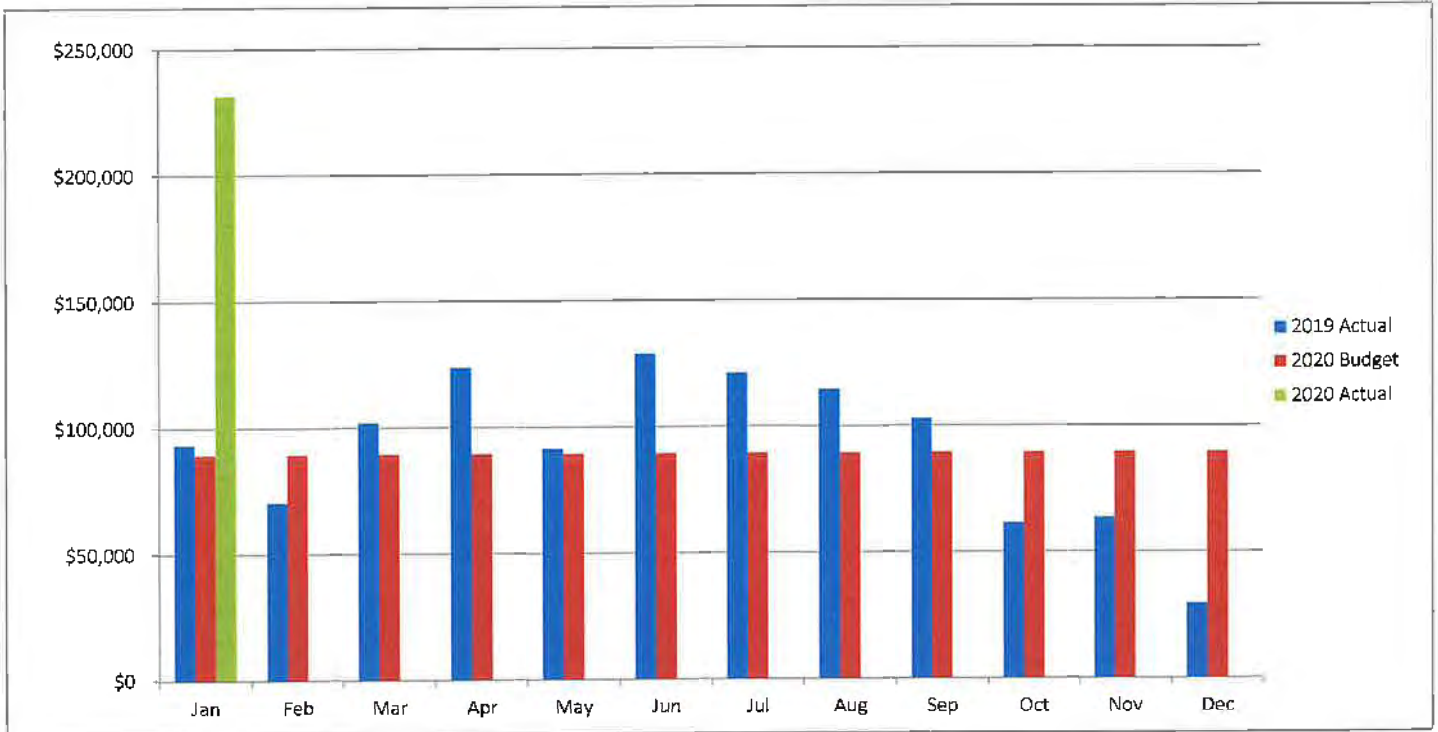
<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan (Nov)	\$ 295,761	\$ 291,667	\$ 302,599	\$ 10,932
Feb (Dec)	275,771	291,667		
Mar (Jan)	371,809	291,667		
Apr (Feb)	258,175	291,667		
May (Mar)	242,128	291,667		
Jun (Apr)	268,309	291,667		
Jul (May)	251,842	291,667		
Aug (Jun)	181,980	291,667		
Sep (Jul)	397,447	291,667		
Oct (Aug)	255,542	291,667		
Nov (Sep)	247,095	291,667		
Dec (Oct)	253,550	291,667		
YTD Totals	\$ 3,299,408	\$ 3,500,000	\$ 302,599	

Telecommunications Tax



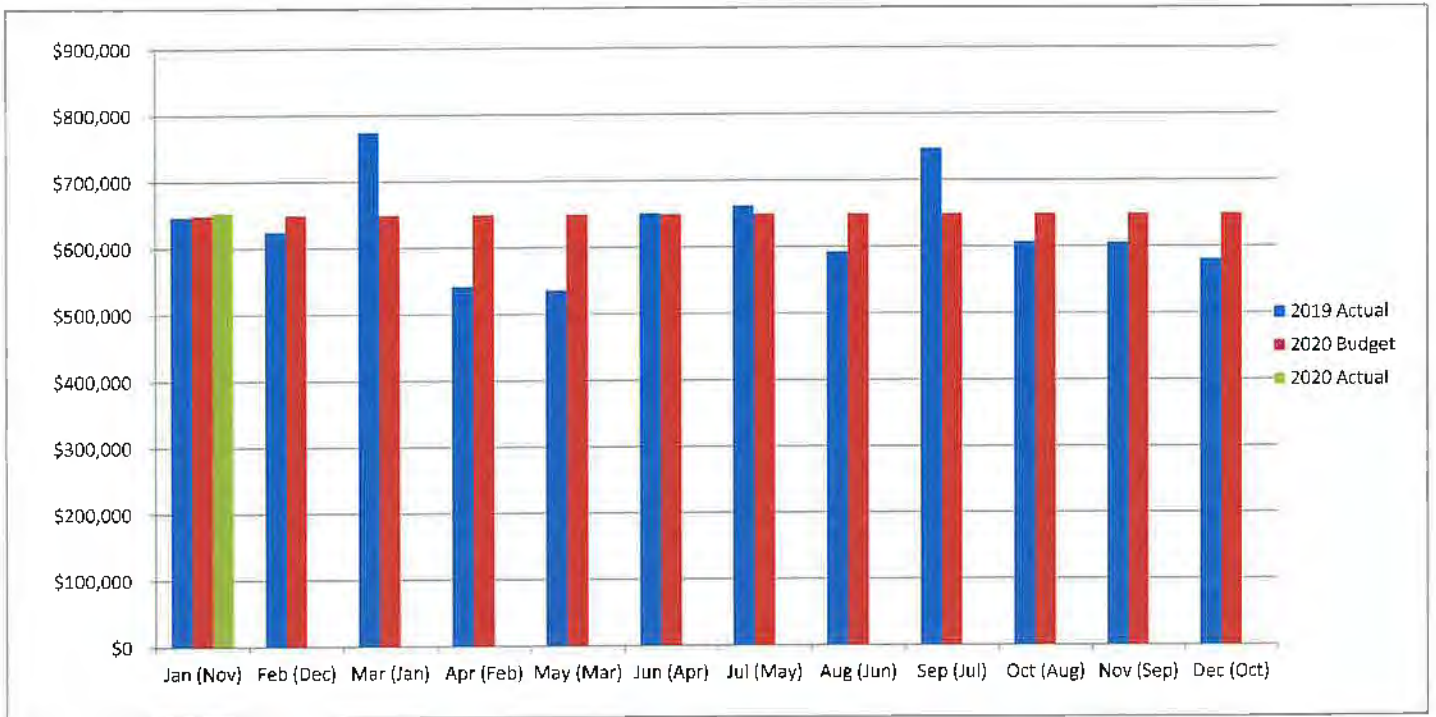
<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan (Oct)	\$ 120,844	\$ 103,500	\$ 113,378	\$ 9,878
Feb (Nov)	103,168	103,500		
Mar (Dec)	118,778	103,500		
Apr (Jan)	113,000	103,500		
May (Feb)	120,765	103,500		
Jun (Mar)	117,606	103,500		
Jul (Apr)	112,703	103,500		
Aug (May)	113,530	103,500		
Sep (Jun)	105,673	103,500		
Oct (Jul)	115,884	103,500		
Nov (Aug)	107,793	103,500		
Dec (Sep)	107,979	103,500		
YTD Totals	\$ 1,357,722	\$ 1,242,000	\$ 113,378	

Building Permits



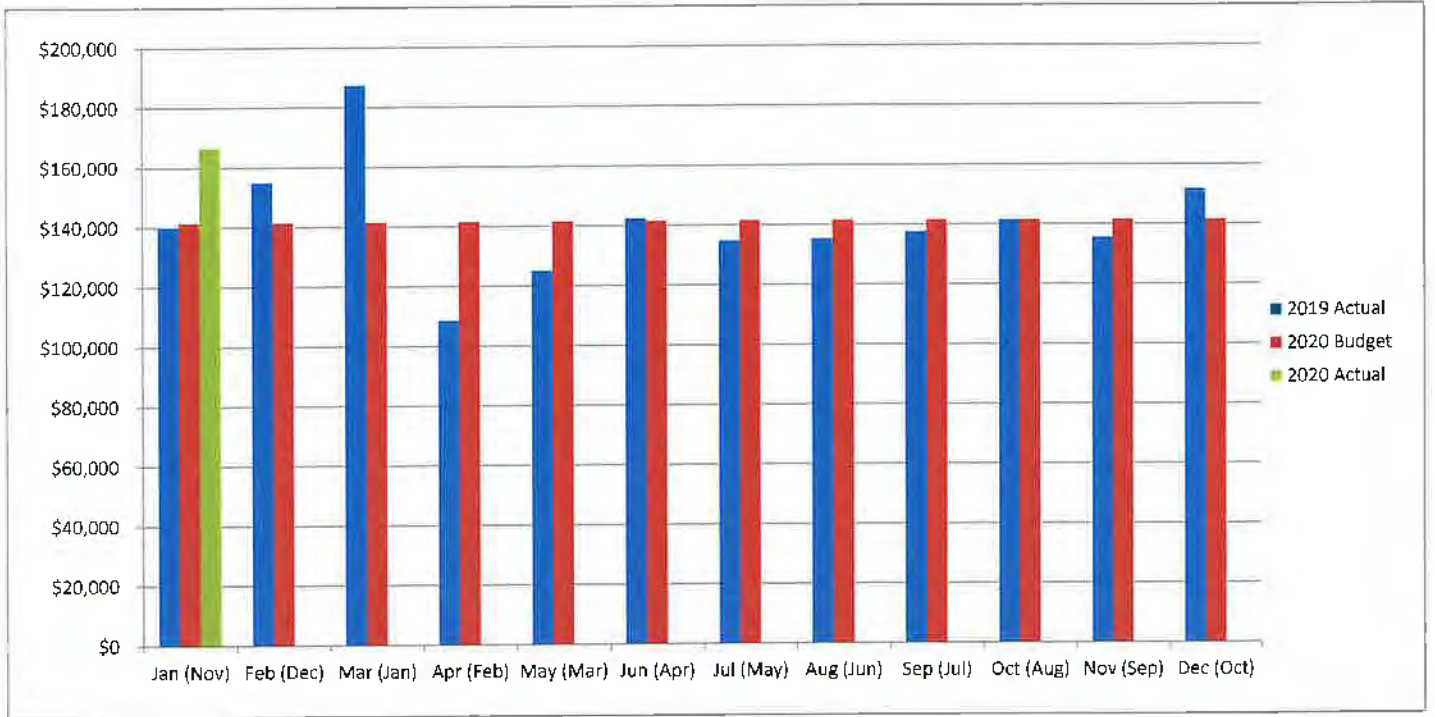
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 93,549	\$ 89,583	\$ 231,652	\$ 142,069
Feb	70,614	89,583		
Mar	102,100	89,583		
Apr	123,746	89,583		
May	91,619	89,583		
Jun	128,955	89,583		
Jul	120,998	89,583		
Aug	114,734	89,583		
Sep	102,934	89,583		
Oct	61,625	89,583		
Nov	63,667	89,583		
Dec	29,644	89,583		
YTD Totals	<u>\$ 1,104,186</u>	<u>\$ 1,075,000</u>	<u>\$ 231,652</u>	

State Sales Tax



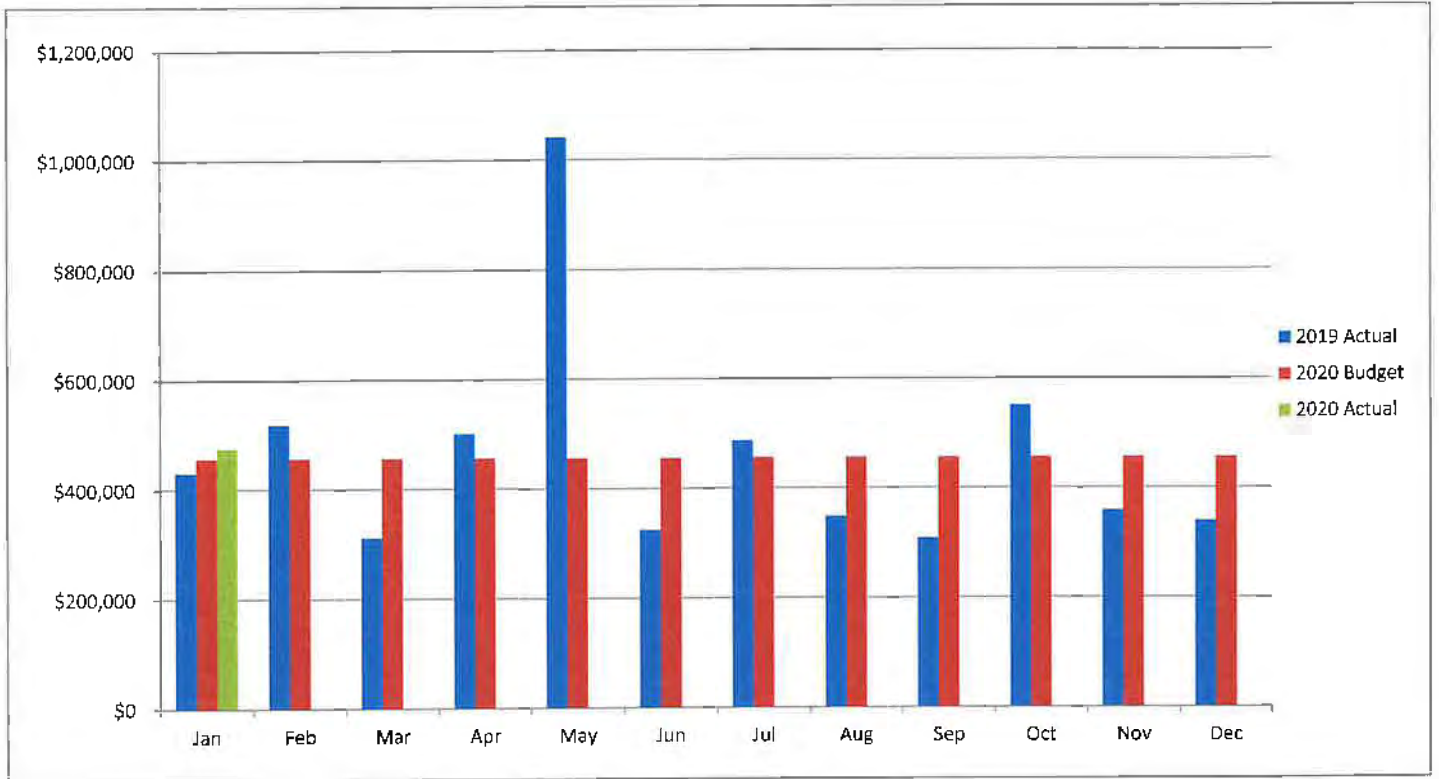
<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan (Nov)	\$ 647,708	\$ 650,000	\$ 654,701	\$ 4,701
Feb (Dec)	624,801	650,000		
Mar (Jan)	774,929	650,000		
Apr (Feb)	542,297	650,000		
May (Mar)	536,850	650,000		
Jun (Apr)	651,634	650,000		
Jul (May)	662,407	650,000		
Aug (Jun)	592,425	650,000		
Sep (Jul)	748,503	650,000		
Oct (Aug)	607,826	650,000		
Nov (Sep)	606,345	650,000		
Dec (Oct)	581,818	650,000		
YTD Totals	<u>\$ 7,577,540</u>	<u>\$ 7,800,000</u>	<u>\$ 654,701</u>	

Local Use Tax



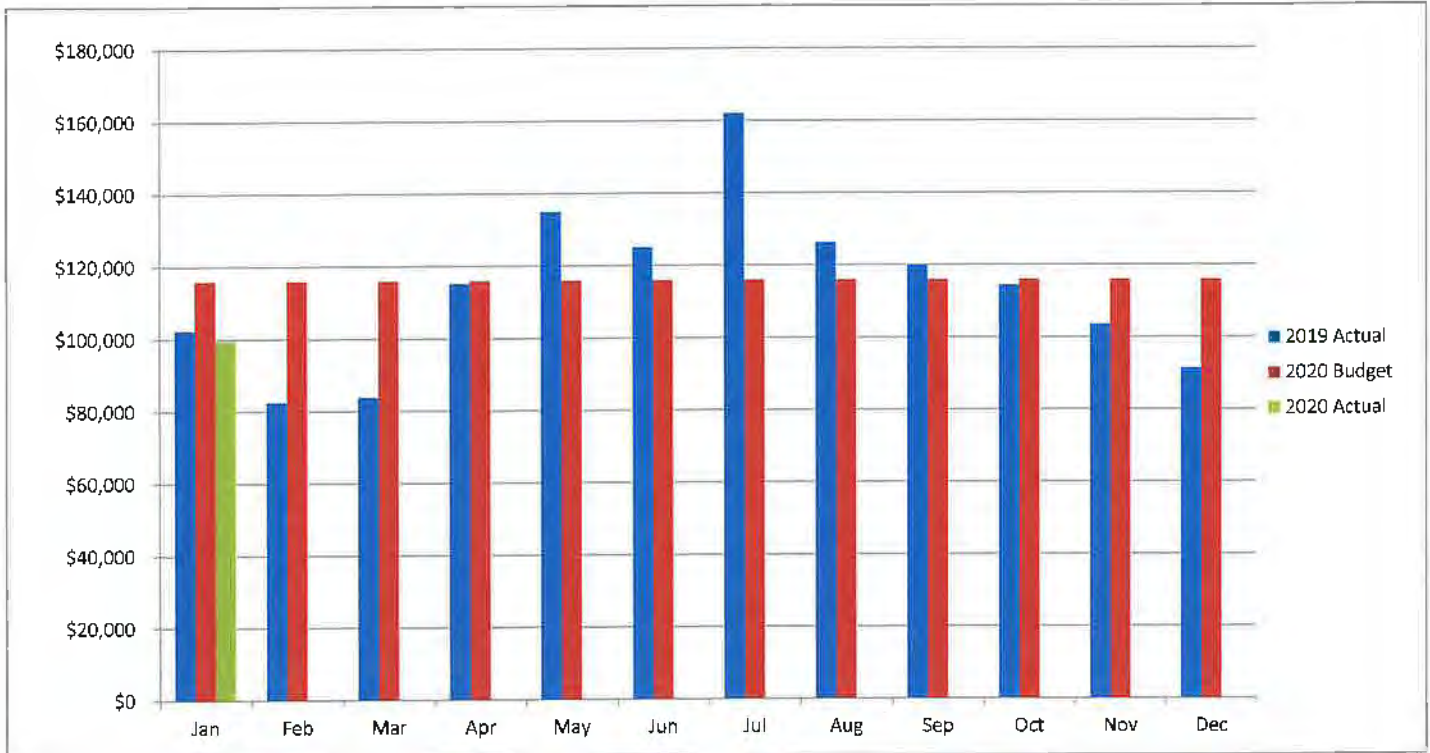
<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan (Nov)	\$ 140,169	\$ 141,667	\$ 166,765	\$ 25,098
Feb (Dec)	155,093	141,667		
Mar (Jan)	187,546	141,667		
Apr (Feb)	108,793	141,667		
May (Mar)	125,331	141,667		
Jun (Apr)	142,480	141,667		
Jul (May)	134,859	141,667		
Aug (Jun)	135,442	141,667		
Sep (Jul)	137,690	141,667		
Oct (Aug)	141,552	141,667		
Nov (Sep)	135,615	141,667		
Dec (Oct)	151,887	141,667		
YTD Totals	\$ 1,696,454	\$ 1,700,000	\$ 166,765	

Income Tax



2018-2019			2019-2020			Cumulative Variance 2020 Actual vs. Budget	
Month Received	Liab Pd	2019 Actual	Month Received	2020 Budget	Liab Pd		2020 Actual
Jan	Dec-18	\$ 430,566	Jan	\$ 456,250	Dec-18	\$ 474,910	\$ 18,660
Feb	Jan-19	518,005	Feb	456,250	Jan-19		
Mar	Jan-19	311,906	Mar	456,250	Jan-19		
Apr	Jan-19	500,986	Apr	456,250	Jan-19		
May	Feb-19	1,042,123	May	456,250	Feb-19		
Jun	Feb-19	325,451	Jun	456,250	Feb-19		
Jul	Mar-19	486,704	Jul	456,250	Mar-19		
Aug	Mar-19	348,884	Aug	456,250	Mar-19		
Sep	Mar-19	308,780	Sep	456,250	Mar-19		
Oct	Apr-19	550,920	Oct	456,250	Apr-19		
Nov	Apr-19	359,560	Nov	456,250	Apr-19		
Dec	May-19	339,769	Dec	456,250	May-19		
YTD Totals		\$ 5,523,654		\$ 5,475,000		\$ 474,910	

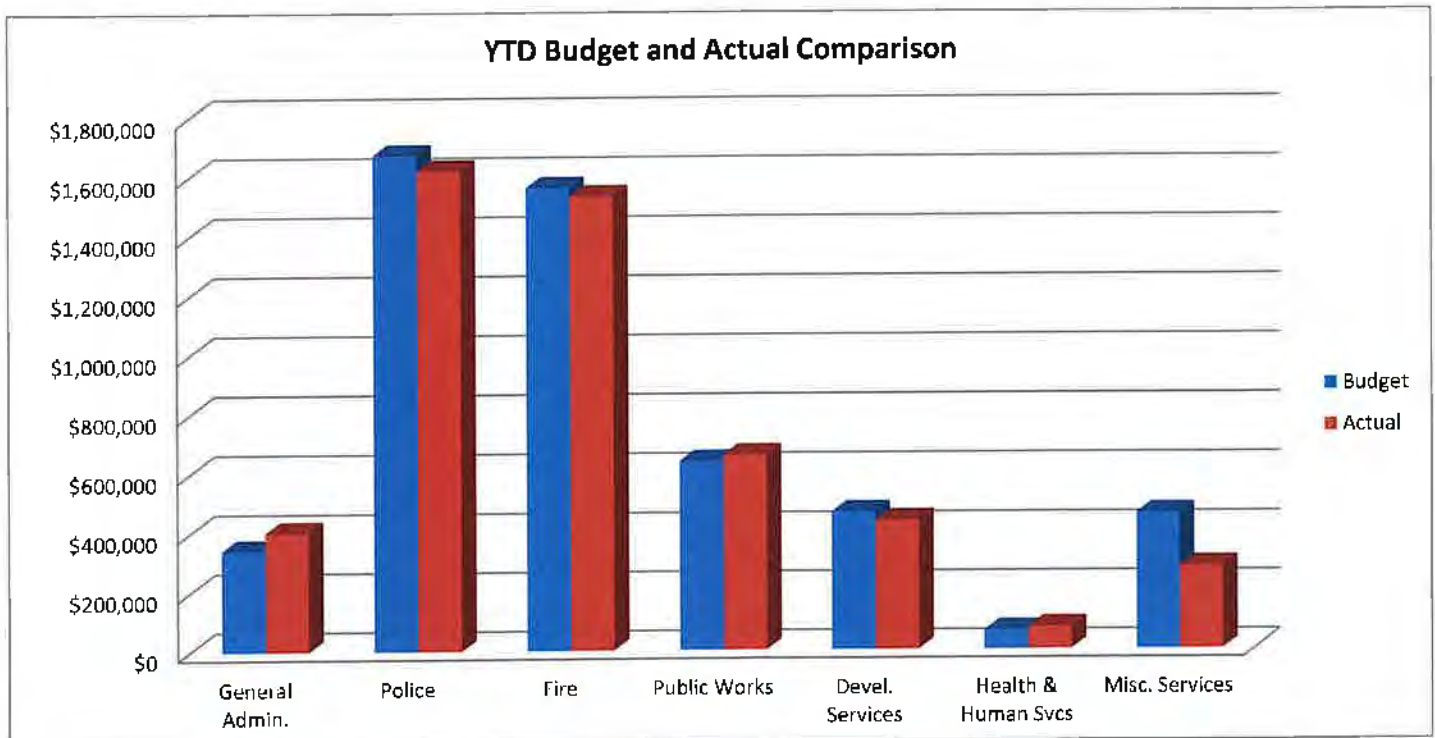
Fines



<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 102,529	\$ 116,017	\$ 99,709	\$ (16,308)
Feb	82,643	116,017		
Mar	84,003	116,017		
Apr	115,421	116,017		
May	135,100	116,017		
Jun	125,188	116,017		
Jul	162,077	116,017		
Aug	126,391	116,017		
Sep	120,110	116,017		
Oct	114,448	116,017		
Nov	103,679	116,017		
Dec	91,469	116,017		
YTD Totals	\$ 1,363,058	\$ 1,392,200	\$ 99,709	

Expenditures: General Fund expenditures in January were \$194,308 below the budgeted figure of \$5,209,307. The summary of year-to-date actuals versus budgeted expenditures shown below reflect Village departments slightly over budget due to fact that we had three payroll periods in January as opposed to the two that we normally have. Emergency Operations is over budget due to the annual Joint Emergency Management Membership Assessment payment, which happens at the beginning of every year.

EXPENDITURES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 32,229	\$ 31,588	2.0%
Administration	57,086	70,158	-22.9%
Legal	46,284	17,925	61.3%
Finance	96,205	130,008	-35.1%
Village Clerk	18,700	22,304	-19.3%
HRM	47,240	51,621	-9.3%
Communications	21,513	37,772	-75.6%
Cable TV	16,649	15,456	7.2%
Emergency Operations	7,168	26,906	-275.4%
Police	1,674,654	1,622,341	3.1%
Fire	1,562,699	1,534,466	1.8%
Public Works	639,045	659,920	-3.3%
Development Services	466,078	438,160	6.0%
H&HS	64,041	75,397	-17.7%
Miscellaneous	459,717	280,977	38.9%
TOTAL	\$ 5,209,307	\$ 5,014,999	3.7%



Department News

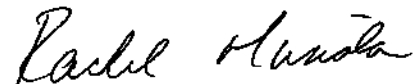
During the month of January, the following training sessions and seminars were attended by Finance staff:

- Attended the IGFOA Webinar: Property Tax Basics for Finance Directors. This webinar reviewed the entire property tax process & timeline, discussed how property values are assessed, and explored the impact of Tax Increment Financing on tax rates (Finance Director, Assistant Director, Fiscal Operations Manager, Accountant I and Accounting Assistant).
- Attended IGFOA Chicago Metro Lunch & Learn: Leading an Efficient Audit. Auditors spoke on recent GASB standards, tips to develop an audit timeline, and helpful ways to have an efficient audit (Assistant Director).

Also during the month, Finance staff participated in the following events and planning meetings:

- Attended the quarterly Fire Pension Board meeting (Finance Director and Treasurer).
- Attended the quarterly Police Pension Board meeting (Finance Director and Treasurer).
- Attended the 4th of July Commission monthly planning meeting (Water Billing Supervisor).
- Attended multiple IGFOA Professional Education Committee planning meetings including conference, pension training, and Utility Billing seminar planning (Finance Director).
- Staff worked hard on the final 2020 Budget document for the GFOA Budget Award submittal as well as 2019 audit preparations. Audit fieldwork begins March 9.

Respectfully Submitted,



Rachel Musiala

MONTHLY REPORT STATISTICS

January-20

	Jan-20	YTD Jan-20	Jan-19	YTD Jan-19	% Inc / Dec	
					Month	Year
<u>Credit Card Transactions</u>						
Finance and Code Front Counter						
Number	483	483	412	412	17.2%	17.2%
Amount	\$ 61,955	61,955	\$ 51,580	51,580	20.1%	20.1%
Internet Sales						
Number	2,549	2,549	2,347	2,347	8.6%	8.6%
Amount	\$ 300,530	300,530	\$ 258,025	258,025	16.5%	16.5%
Total						
Number	3,032	3,032	2,759	2,759	9.9%	9.9%
Amount	\$ 362,485	362,485	\$ 309,605	\$ 309,605	17.1%	17.1%
Credit Card Company Fees						
General Fund	\$ 37	37	\$ 46	46	-20.2%	-20.2%
Water Fund	3,410	3,410	2,109	2,109	61.7%	61.7%
Total Fees	\$ 3,447	\$ 3,447	\$ 2,155	\$ 2,155	60.0%	60.0%
<u>Accounts Receivable</u>						
Invoices Mailed						
Number	119	119	71	71	67.6%	67.6%
Amount	\$ 120,854	120,854	\$ 113,258	113,258	6.7%	6.7%
Invoices Paid						
Number	90	90	36	36	150.0%	150.0%
Amount	\$ 139,947	139,947	\$ 107,054	107,054	30.7%	30.7%
Reminders Sent						
Number	5	5	4	4	25.0%	25.0%
Amount	\$ 10,960	10,960	\$ 6,060	6,060	80.9%	80.9%
<u>Accounts Payable</u>						
Checks Issued						
Number	388	388	439	439	-11.6%	-11.6%
Amount	\$ 1,681,298	1,681,298	\$ 2,303,898	2,303,898	-27.0%	-27.0%
Manual Checks Issued						
Number	45	45	32	32	40.6%	40.6%
As % of Total Checks	11.60%	11.60%	7.29%	7.29%	59.1%	59.1%
Amount	\$ 71,640	71,640	\$ 537,534	537,534	-86.7%	-86.7%
As % of Total Checks	4.26%	4.26%	23.33%	23.33%	-81.7%	-81.7%
<u>Utility Billing</u>						
New Utility Accounts	101	101	94	94	7.4%	7.4%
Bills Mailed / Active Accounts	15,733	15,733	15,680	15,680	0.3%	0.3%
Final Bills Mailed	101	101	94	94	7.4%	7.4%
Shut-Off Notices	1,225	1,225	2,072	2,072	-40.9%	-40.9%
Actual Shut-Offs	95	95	151	151	-37.1%	-37.1%
Total Billings	\$ 1,859,845	1,859,845	\$ 1,798,933	1,798,933	3.4%	3.4%
Direct Debit (ACH) Program						
New Accounts	99	99	34	34	191.2%	191.2%
Total Accounts	4,336	4,336	3,450	3,450	25.7%	25.7%
As % of Active Accounts	27.56%	27.56%	22.00%	22.00%	5.6%	25.3%
Water Payments Received in Current Month						
Total Bills Mailed	15,733	15,733	15,680	15,680	0.3%	0.3%
ACH Payments	4,336	4,336	3,450	3,450	25.7%	25.7%
ACH Payments-% of Total Bills	27.56%	27.56%	22.00%	22.00%	25.3%	25.3%
On-line Payments (Internet Sales)	1,881	1,881	1,784	1,784	5.4%	5.4%
On-line Payments-% of Total Bills	11.96%	11.96%	11.38%	11.38%	5.1%	5.1%
Over-the-phone Payments	538	538	660	660	-18.5%	-18.5%
Over-the-phone Payments-% of Total Bills	3.42%	3.42%	4.21%	4.21%	-18.8%	-18.8%
Mail-in Payments	9,010	9,010	9,647	9,647	-6.6%	-6.6%
Mail-in Payments-% of Total Bills	57.27%	57.27%	61.52%	61.52%	-6.9%	-6.9%

WATER BILLING ANALYSIS
January 31, 2020

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
January	4,897	4,538	4,403
February	4,177	4,486	4,480
March	3,914	3,845	3,916
April	4,242	4,206	4,227
May	4,257	4,213	4,051
June	4,595	4,633	4,326
July	5,214	4,505	4,395
August	4,965	5,439	5,438
September	4,951	4,782	4,952
October	5,003	4,379	4,157
November	4,375	4,147	4,087
December	4,198	4,170	4,096
January	4,538	4,403	4,342
13 Month Average -	4,564	4,442	4,375
% Change -	-1.1%	-2.7%	-1.5%

Total Water Customers

Average Bill

<u>Customer Type</u>				<u>Customer Type</u>			
	<u>Jan-19</u>	<u>Jan-20</u>	<u>% Change</u>		<u>Jan-19</u>	<u>Jan-20</u>	<u>% Change</u>
Residential	14,751	14,806	0.4%	Residential	\$ 59.95	\$ 61.02	1.8%
Commercial	929	927	-0.2%				
Total	15,680	15,733	0.3%				

Total Consumption - All Customers (000,000's)

	<u>Month-To-Date</u>				<u>Year-To-Date</u>		
	<u>Jan-19</u>	<u>Jan-20</u>	<u>% Change</u>		<u>Jan-19</u>	<u>Jan-20</u>	<u>% Change</u>
Residential	65	64	-1.5%	Residential	65	64	-1.5%
Commercial	40	41	2.5%	Commercial	40	41	2.5%
	105	105	0.0%		105	105	0.0%

STATEMENT OF INVESTMENTS-VILLAGE
As of January 31, 2020

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>General Fund</u>						
Illinois Funds - General	09/30/86		3,467,763.00			1.685
Illinois Funds - Veterans Memorial	05/01/92		312.31			1.685
IMET Convenience Fund	10/20/05		2,852.28			1.680
Citibank SDA	11/07/08		1,865,016.60			1.500
Chase Money Market	03/06/18		1,643,416.01			1.490
CD with PMA	08/22/13		13,285,576.29	13,285,576.29	13,537,081.57	0.375
			<u>20,264,936.49</u>			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		142,246.26			1.685
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,350.11			1.685
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		55,707.00			1.685
<u>Asset Seizure - BATTLE</u>						
Illinois Funds	07/10/08		841.50			1.685
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		7,933.37			1.685
<u>2005A G.O. Debt Serv.</u>						
Illinois Funds	11/30/04		308,364.03			1.685
<u>Central Road Corridor Improv.</u>						
Illinois Funds	12/15/88		9,753.29			1.685
Citibank SDA	11/07/08		3,773.53			1.500
			<u>13,526.82</u>			
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		11,197.57			1.685
Citibank SDA	02/10/11		259,041.77			1.500
			<u>270,239.34</u>			
<u>Western Corridor</u>						
Illinois Funds	06/30/01		38,381.09			1.685
CD with PMA	08/22/13		3,172,700.00	3,172,700.00	3,242,830.20	1.500
Citibank SDA	01/07/09		420,765.38			1.500
			<u>3,631,846.47</u>			

STATEMENT OF INVESTMENTS-VILLAGE
As of January 31, 2020

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>EDA Series 1991 Project</u>						
Illinois Funds	08/22/91		1,069,603.53			1.685
Citibank SDA	02/10/11		<u>241,141.90</u>			-
			1,310,745.43			
<u>Road Improvement</u>						
Illinois Funds	01/01/15		1,585,414.12			
CD with PMA	03/09/17		<u>241,360.53</u>	241,360.53	247,700.55	1.500
Citibank SDA			<u>658,643.33</u>			
			2,485,417.98			
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		1,248.54			1.685
Citibank SDA	01/07/09		<u>248,088.12</u>			1.500
			249,336.66			
<u>Capital Vehicle & Equipment</u>						
Illinois Funds	12/31/96		23,339.15			1.685
Citibank SDA	01/07/09		<u>71,146.32</u>			1.500
			94,485.47			
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,298.13			1.685
Citibank SDA	11/07/08		<u>327,931.54</u>			1.500
			331,229.67			
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		10,200.50			1.685
Citibank SDA	11/07/08		<u>244,750.13</u>			1.500
Chase Money Market	03/06/18		3,737,221.70			1.490
CD with PMA			<u>500,000.00</u>	500,000.00	507,941.37	
			4,492,172.33			
<u>Water and Sewer-2017 Bond Projects</u>						
Citibank SDA	09/13/17		1,903,481.33			1.500
CD with PMA	09/13/17		<u>1,890,000.00</u>	1,890,000.00	1,905,046.78	
			3,793,481.33			
<u>Water and Sewer-2019 Bond Projects</u>						
Citibank SDA	09/13/17		7,662,370.47			1.500
<u>Sears Operating</u>						
Illinois Funds			2,556.70			
Citibank SDA			<u>144,111.29</u>	246,600.00	252,045.19	
			393,267.99			

STATEMENT OF INVESTMENTS-VILLAGE
As of January 31, 2020

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Insurance</u>						
Illinois Funds	11/10/87		16,363.19			1.685
Citibank SDA	11/07/08		172,640.47			1.500
CD with PMA	08/22/13		1,958,642.12	1,958,642.12	2,002,833.94	0.375
			2,147,645.78			
<u>Information Systems</u>						
Illinois Funds	02/01/98		80,720.75			1.685
Citibank SDA	11/07/08		115,257.89			
CD with PMA			482,721.06	482,721.06	495,401.10	
			678,699.70			
<u>EDA Special Tax Alloc.</u>						
Citibank SDA	11/07/08		10,384,597.15			
<u>Roselle Road TIF</u>						
Illinois Funds	09/30/03		7,579.14			1.685
Citibank SDA	11/07/08		114,793.46			1.500
			122,372.60			
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		118,482.18			1.685
<u>2019 Captial Project Fund</u>						
Citibank SDA	09/13/17		1,727,139.44			1.500
Total Investments			\$ 60,691,435.57			
Total Invested Per Institution				Percent Invested		
Illinois Funds			6,965,655.46	11.48		
IMET Convenience Fund			2,852.28	0.00		
Chase Money Market			5,380,637.71	8.87		
CD with PMA			21,777,600.00	35.88		
Citibank at PMA			26,564,690.12	43.77		
			\$60,691,435.57	100.00		
Total Invested Per Institution Excluding all Trust and EDA Funds				Percent Invested		
Illinois Funds			5,896,051.93	12.03		
IMET			2,852.28	0.01		
Chase Money Market			5,380,637.71	10.98		
CD with PMA			21,777,600.00	44.45		
Citibank at PMA			15,938,951.07	32.53		
			\$48,996,092.99	100.00		

STATEMENT OF INVESTMENTS-VILLAGE As of January 31, 2020
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Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
Total Invested Per Fund						
Total Investments - Operating Funds				\$38,813,252.46		
Total Investments - Debt Service Funds				\$308,364.03		
Total Investments - Trust Funds				\$0.00		
Total Investments - Capital Projects Funds				\$21,569,819.08		
Total Investments - All Funds				\$60,691,435.57		

PMA CERTIFICATE OF DEPOSITS

January 31, 2020

	Settlement	Maturity	Cost	Interest Rate
GENERAL FUND				
Bank 7 (CDARS)	03/21/19	03/19/20	2,310,476.29	2.634%
Granite Community Bank/First NB of Cold Spring	06/25/19	06/24/20	244,800.00	2.100%
Financial Federal Bank	06/25/19	06/24/20	244,400.00	2.250%
Bank 7	06/25/19	06/24/20	244,200.00	2.327%
Premier Bank	06/25/19	06/24/20	244,400.00	2.249%
Servisfirst Bank	06/25/19	06/24/20	22,200.00	2.330%
Pacific Western Bank	07/25/19	04/20/20	246,200.00	2.070%
First National Bank/The First, NA	07/25/19	04/20/20	246,400.00	1.960%
East Boston Savings Bank	07/25/19	04/20/20	246,400.00	1.940%
Southside Bank	07/25/19	04/20/20	246,500.00	1.910%
Great Midwest Bank	07/25/19	04/20/20	246,500.00	1.890%
Merrick Bank	07/25/19	04/20/20	246,500.00	1.880%
Crystal Lake B&TC, NA - Wintrust	07/25/19	04/20/20	246,600.00	1.840%
Hinsdale B&TC, NA - Wintrust	07/25/19	04/20/20	246,600.00	1.840%
Village Bank & Trust - Wintrust	07/25/19	04/20/20	246,600.00	1.840%
Wheaton Bank & Trust - Wintrust	07/25/19	04/20/20	246,600.00	1.840%
Wintrust Bank	07/25/19	04/20/20	246,600.00	1.840%
Veritex Community Bank/Green Bank	07/25/19	04/20/20	246,600.00	1.840%
Bank of China, NY	08/01/19	07/30/20	1,767,000.00	2.220%
Bank of China, NY	10/03/19	10/01/20	1,750,000.00	1.860%
Bank of China, NY	12/05/19	12/03/20	3,500,000.00	1.597%
GENERAL FUND TOTALS:			\$ 13,285,576.29	
WESTERN CORRIDOR FUND				
Bank of China	05/21/19	05/21/20	243,400.00	2.638%
Moderrn Bank, National Association	05/21/19	05/21/20	244,100.00	2.370%
Rockford B&TC	05/21/19	05/21/20	244,000.00	2.393%
Texas Capital Bank	05/21/19	05/21/20	243,900.00	2.433%
Servisfirst Bank	06/25/19	06/24/20	222,000.00	2.330%
Allegiance Bank Texas	06/25/19	06/24/20	244,400.00	2.239%
Newbank, NA	06/25/19	06/24/20	244,200.00	2.339%
Sonabank	06/25/19	06/24/20	243,500.00	2.589%
Bank of China, NY	08/01/19	07/30/20	493,200.00	2.220%
Bank of China, NY	10/03/19	10/01/20	250,000.00	1.860%
Bank of China, NY	12/05/19	12/03/20	500,000.00	1.597%
WESTERN CORRIDOR TOTALS:			\$ 3,172,700.00	
ROAD IMPROVEMENT FUND				
Bank 7 (CDARS)	03/21/19	03/19/20	241,360.53	2.634%
ROAD IMPROVEMENT TOTALS:			\$ 241,360.53	
WATER & SEWER FUND				
Bank of China, NY	12/05/19	12/03/20	500,000.00	1.597%
WATER & SEWER TOTALS:			\$ 500,000.00	

PMA CERTIFICATE OF DEPOSITS**January 31, 2020**

	<u>Settlement</u>	<u>Maturity</u>	<u>Cost</u>	<u>Interest Rate</u>
SEARS CENTRE FUND				
Bank of China, NY	08/01/19	07/30/20	246,600.00	2.220%
SEARS CENTRE TOTALS:			\$ 246,600.00	
INSURANCE FUND				
Bank 7 (CDARS)	03/21/19	03/19/20	965,442.12	2.634%
Bank of China, NY	08/01/19	07/30/20	493,200.00	2.220%
Bank of China, NY	12/05/19	12/03/20	500,000.00	1.597%
INSURANCE TOTALS			\$ 1,958,642.12	
INFORMATION SYSTEM FUND				
Bank 7 (CDARS)	03/21/19	03/19/20	482,721.06	2.634%
INFORMATION SYSTEM TOTALS:			\$ 482,721.06	
2017 BOND PROCEEDS FUND				
Bank of China, NY	12/05/19	06/04/20	1,890,000.00	1.601%
2017 BOND PROCEEDS TOTALS:			\$ 1,890,000.00	
			TOTAL: \$ 21,777,600.00	

**OPERATING REPORT SUMMARY
REVENUES**

January 31, 2020

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
General Fund							
Property Taxes	-	2,626	-	2,626	16,314,510	0.0%	
Hotel Tax	110,417	82,223	110,417	82,223	1,325,000	6.2%	
Real Estate Transfer Tax	81,250	120,255	81,250	120,255	975,000	12.3%	
Home Rule Sales Tax	291,667	302,599	291,667	302,599	3,500,000	8.6%	
Telecommunications Tax	103,500	113,378	103,500	113,378	1,242,000	9.1%	
Property Tax - Fire	-	941	-	941	3,715,890	0.0%	
Property Tax - Police	-	1,147	-	1,147	4,353,900	0.0%	
Other Taxes	86,715	93,568	86,715	93,568	1,040,580	9.0%	
Total Taxes	673,548	716,736	673,548	716,736	32,466,880	2.2%	
Business Licenses	-	4,220	-	4,220	370,000	1.1%	
Liquor Licenses	-	230	-	230	283,000	0.1%	
Building Permits	89,583	231,652	89,583	231,652	1,075,000	21.5%	
Other Licenses & Permits	1,125	322	1,125	322	13,500	2.4%	
Total Licenses & Permits	90,708	236,423	90,708	236,423	1,741,500	13.6%	
Sales Tax	650,000	654,701	650,000	654,701	7,800,000	8.4%	
Local Use Tax	141,667	166,765	141,667	166,765	1,700,000	9.8%	
State Income Tax	456,250	474,910	456,250	474,910	5,475,000	8.7%	
Replacement Tax	17,825	42,697	17,825	42,697	213,900	20.0%	
Other Intergovernmental	41,426	17,491	41,426	17,491	497,110	3.5%	
Total Intergovernmental	1,307,168	1,356,564	1,307,168	1,356,564	15,686,010	8.6%	
Engineering Fees	25,000	-	25,000	-	300,000	0.0%	
Ambulance Fees	141,667	160,617	141,667	160,617	1,700,000	9.4%	
Police Hireback	35,417	41,552	35,417	41,552	425,000	9.8%	
Lease Payments	62,850	77,491	62,850	77,491	754,200	10.3%	
Cable TV Fees	40,000	42,975	40,000	42,975	800,000	5.4%	
4th of July Proceeds	-	-	-	-	87,750	0.0%	
Employee Payments	108,333	133,245	108,333	133,245	1,300,000	10.2%	
Hireback - Arena	15,479	14,071	15,479	14,071	185,750	7.6%	
Rental Inspection Fees	-	241,050	-	241,050	300,000	80.4%	
Other Charges for Services	75,292	83,604	75,292	83,604	903,500	9.3%	
Total Charges for Services	504,038	794,605	504,038	794,605	6,756,200	11.8%	
Court Fines-County	15,000	-	15,000	-	180,000	0.0%	
Ticket Fines-Village	31,350	48,877	31,350	48,877	376,200	13.0%	
Overweight Truck Fines	500	250	500	250	6,000	4.2%	
Red Light Camera Revenue	56,667	44,568	56,667	44,568	680,000	6.6%	
Local Debt Recovery	12,500	6,013	12,500	6,013	150,000	4.0%	
Total Fines & Forfeits	116,017	99,709	116,017	99,709	1,392,200	7.2%	
Total Investment Earnings	41,667	34,929	41,667	34,929	500,000	7.0%	
Reimburse/Recoveries	22,500	18,090	22,500	18,090	270,000	6.7%	
S.Barrington Fuel Reimbursement	2,500	2,691	2,500	2,691	30,000	9.0%	
Shaumburg Twn Fuel Reimbursement	2,500	2,919	2,500	2,919	30,000	N/A	
Tollway Payments	833	2,400	833	2,400	10,000	24.0%	
Other Miscellaneous	22,308	8,469	22,308	8,469	267,700	3.2%	
Total Miscellaneous	50,642	34,569	50,642	34,569	607,700	5.7%	
Total Operating Transfers In	25,000	45,377	25,000	45,377	300,000	15.1%	
Total General Fund	2,808,787	3,318,912	2,808,787	3,318,912	59,450,490	5.6%	8.3%

**OPERATING REPORT SUMMARY
REVENUES**

January 31, 2020

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Water & Sewer Fund							
Water Sales	1,604,333	1,539,225	1,604,333	1,539,225	19,252,000	8.0%	
Connection Fees	4,167	3,960	4,167	3,960	50,000	7.9%	
Cross Connection Fees	3,167	3,213	3,167	3,213	38,000	8.5%	
Penalties	8,333	11,390	8,333	11,390	100,000	11.4%	
Investment Earnings	5,000	5,993	5,000	5,993	60,000	10.0%	
Other Revenue Sources	8,833	22,407	8,833	22,407	106,000	21.1%	
Capital Projects	-	15,200	-	15,200	4,138,000	0.4%	
Total Water Fund	1,633,833	1,601,388	1,633,833	1,601,388	23,744,000	6.7%	8.3%
Motor Fuel Tax Fund	185,667	228,111	185,667	228,111	2,228,000	10.2%	
Community Dev. Block Grant Fund	24,792	-	24,792	-	297,500	0.0%	
Asset Seizure Fund	333	588	333	588	4,000	14.7%	
Municipal Waste System Fund	250,646	231,934	250,646	231,934	3,007,750	7.7%	
Sears Centre Operating Fund	317,798	278,763	317,798	278,763	3,813,580	7.3%	
Sears Centre Activity Fund	925,773	-	925,773	-	11,109,280	0.0%	
Stormwater Management	90,583	45,210	90,583	45,210	1,087,000	4.2%	
Insurance Fund	135,656	127,476	135,656	127,476	1,627,870	7.8%	
Roselle Road TIF	25,417	327	25,417	327	305,000	0.1%	
Barrington/Higgins TIF	50,728	270	50,728	270	608,740	0.0%	
Lakewood Center TIF	22,475	-	22,475	-	269,700	0.0%	
Higgins/Hassell TIF	25,042	-	25,042	-	300,500	0.0%	
Information Systems	146,457	148,277	146,457	148,277	1,757,480	8.4%	
Total Spec Rev. & Int. Svc. Fund	2,201,367	1,060,957	2,201,367	1,060,957	26,416,400	4.0%	
TOTAL OPERATING FUNDS	6,643,987	5,981,257	6,643,987	5,981,257	109,610,890	5.5%	8.3%
2015A & C G.O. Debt Service	492	492	492	492	3,504,740	0.0%	
2015B G.O. Debt Service	-	-	-	-	121,600	0.0%	
2016 G.O. Debt Service	55	55	55	55	438,800	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	179,350	0.0%	
2018 G.O. Debt Service	8,384	8,384	8,384	8,384	2,750,200	0.0%	
2019 G.O. Debt Service	-	-	-	-	136,700	0.0%	
TOTAL DEBT SERV. FUNDS	8,930	8,930	8,930	8,930	7,131,390	0.1%	8.3%
Central Rd. Corridor Fund	50	34	50	34	600	5.6%	
Hoffman Blvd Bridge Maintenance	417	354	417	354	5,000	7.1%	
Western Corridor Fund	4,167	10,787	4,167	10,787	50,000	21.6%	
Prairie Stone Capital Fund	833	4,922	833	4,922	10,000	49.2%	
Central Area Rd. Impr. Imp. Fee	-	22	-	22	-	0.0%	
Western Area Traffic Impr.	-	5	-	5	-	N/A	
Western Area Traffic Impr. Impact Fee	-	10	-	10	-	0.0%	
Capital Improvements Fund	177,300	225,888	177,300	225,888	2,127,600	10.6%	
Capital Vehicle & Equipment Fund	133,243	129,540	133,243	129,540	1,598,910	8.1%	
Capital Replacement Fund	58,750	58,768	58,750	58,768	705,000	8.3%	
2015 Project Fund	-	2,232	-	2,232	-	N/A	
Road Improvement Fund	691,759	543,069	691,759	543,069	8,301,110	6.5%	
TOTAL CAP. PROJECT FUNDS	1,066,518	975,628	1,066,518	975,628	12,798,220	7.6%	8.3%
Police Pension Fund	506,025	103,148	506,025	103,148	6,072,300	1.7%	
Fire Pension Fund	490,649	106,561	490,649	106,561	5,887,790	1.8%	
TOTAL TRUST FUNDS	996,674	209,710	996,674	209,710	11,960,090	1.8%	8.3%
TOTAL ALL FUNDS	8,716,110	7,175,525	8,716,110	7,175,525	141,500,590	5.1%	8.3%

OPERATING REPORT SUMMARY
EXPENDITURES
January 31, 2020

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	32,229	31,588	32,229	31,588	386,750	8.2%	
Administration	57,086	70,158	57,086	70,158	685,030	10.2%	
Legal	46,284	17,925	46,284	17,925	555,410	3.2%	
Finance	96,205	130,008	96,205	130,008	1,154,460	11.3%	
Village Clerk	18,700	22,304	18,700	22,304	224,400	9.9%	
Human Resource Mgmt.	47,240	51,621	47,240	51,621	566,880	9.1%	
Communications	21,513	37,772	21,513	37,772	258,150	14.6%	
Cable TV	16,649	15,456	16,649	15,456	199,790	7.7%	
Emergency Operations	7,168	26,906	7,168	26,906	86,010	31.3%	
Total General Admin.	343,073	403,739	343,073	403,739	4,116,880	9.8%	8.3%
Police Department							
Administration	134,009	134,777	134,009	134,777	1,608,110	8.4%	
Juvenile Investigations	47,516	88,516	47,516	88,516	570,190	15.5%	
Tactical	89,213	83,673	89,213	83,673	1,070,550	7.8%	
Patrol and Response	968,991	932,950	968,991	932,950	11,627,890	8.0%	
Traffic	105,236	63,580	105,236	63,580	1,262,830	5.0%	
Investigations	126,937	112,031	126,937	112,031	1,523,240	7.4%	
Community Relations	1,131	-	1,131	-	13,570	0.0%	
Communications	58,678	47,860	58,678	47,860	704,140	6.8%	
Canine	16,551	15,250	16,551	15,250	198,610	7.7%	
Special Services	16,628	12,166	16,628	12,166	199,530	6.1%	
Records	27,008	31,065	27,008	31,065	324,090	9.6%	
Administrative Services	82,758	100,472	82,758	100,472	993,100	10.1%	
Total Police	1,674,654	1,622,341	1,674,654	1,622,341	20,095,850	8.1%	8.3%
Fire Department							
Administration	92,874	93,331	92,874	93,331	1,114,490	8.4%	
Public Education	6,079	4,576	6,079	4,576	72,950	6.3%	
Suppression	742,311	699,560	742,311	699,560	8,907,730	7.9%	
Emer. Med. Serv.	667,320	643,664	667,320	643,664	8,007,840	8.0%	
Prevention	50,415	93,282	50,415	93,282	604,980	15.4%	
Fire Stations	3,700	53	3,700	53	44,400	0.1%	
Total Fire	1,562,699	1,534,466	1,562,699	1,534,466	18,752,390	8.2%	8.3%
Public Works Department							
Administration	32,779	34,549	32,779	34,549	393,350	8.8%	
Snow/Ice Control	154,966	282,604	154,966	282,604	1,859,590	15.2%	
Pavement Maintenance	45,396	41,041	45,396	41,041	544,750	7.5%	
Forestry	97,147	76,056	97,147	76,056	1,165,760	6.5%	
Facilities	105,836	78,869	105,836	78,869	1,270,030	6.2%	
Fleet Services	108,274	73,727	108,274	73,727	1,299,290	5.7%	
F.A.S.T.	15,598	12,686	15,598	12,686	187,170	6.8%	
Storm Sewers	12,623	8,710	12,623	8,710	151,470	5.8%	
Traffic Control	66,428	51,678	66,428	51,678	797,130	6.5%	
Total Public Works	639,045	659,920	639,045	659,920	7,668,540	8.6%	8.3%

OPERATING REPORT SUMMARY
EXPENDITURES
January 31, 2020

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	%	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
Development Services							
Administration	33,518	39,520	33,518	39,520	402,210	9.8%	
Planning	51,599	46,275	51,599	46,275	619,190	7.5%	
Code Enforcement	134,757	165,270	134,757	165,270	1,617,080	10.2%	
Transportation & Engineering	114,843	132,401	114,843	132,401	1,378,110	9.6%	
Economic Development	131,362	54,693	131,362	54,693	1,576,340	3.5%	
Total Development Services	466,078	438,160	466,078	438,160	5,592,930	7.8%	8.3%
Health & Human Services	64,041	75,397	64,041	75,397	768,490	9.8%	8.3%
Miscellaneous							
4th of July	-	-	-	-	155,070	0.0%	
Police & Fire Comm.	6,975	54	6,975	54	83,700	0.1%	
Misc. Boards & Comm.	20,178	8,962	20,178	8,962	242,130	3.7%	
Misc. Public Improvements	432,564	271,961	432,564	271,961	5,190,770	5.2%	
Total Miscellaneous	459,717	280,977	459,717	280,977	5,671,670	5.0%	8.3%
Total General Fund	5,209,307	5,014,999	5,209,307	5,014,999	62,666,750	8.0%	8.3%
Water & Sewer Fund							
Water Department	1,116,739	1,107,372	1,116,739	1,107,372	13,400,870	8.3%	
Sewer Department	186,904	190,506	186,904	190,506	2,242,850	8.5%	
Billing Division	72,843	73,169	72,843	73,169	874,120	8.4%	
Capital Projects Division	-	-	-	-	3,908,320	0.0%	
2015 Bond Capital Projects	-	-	-	-	421,250	0.0%	
2017 Bond Capital Projects	-	-	-	-	1,913,120	0.0%	
2018 Bond Capital Projects	-	-	-	-	247,640	0.0%	
2019 Bond Capital Projects	103,000	103,000	103,000	103,000	622,530	16.5%	
Total Water & Sewer	1,479,487	1,474,047	1,479,487	1,474,047	23,630,700	6.2%	8.3%
Motor Fuel Tax	216,667	216,667	216,667	216,667	2,710,000	8.0%	
Community Dev. Block Grant Fund	-	-	-	-	297,500	0.0%	
Asset Seizure Fund	26,779	41,210	26,779	41,210	321,350	12.8%	
Municipal Waste System	260,069	258,278	260,069	258,278	3,120,830	8.3%	
Sears Centre Operating Fund	329,174	1,737	329,174	1,737	3,950,090	0.0%	
Sears Centre Activity Fund	925,773	-	925,773	-	11,109,280	0.0%	
Stormwater Management	88,679	-	88,679	-	1,064,150	0.0%	
Insurance	148,459	627,174	148,459	627,174	1,781,510	35.2%	
Information Systems	183,957	87,337	183,957	87,337	2,207,480	4.0%	
Roselle Road TIF	76,250	-	76,250	-	915,000	0.0%	
Barrington/Higgins TIF	375	-	375	-	4,500	0.0%	
Lakewood Center TIF	22,425	-	22,425	-	269,100	0.0%	
Higgins/Hassell TIF	404	-	404	-	4,850	0.0%	
TOTAL OPERATING FUNDS	8,967,805	7,721,448	8,967,805	7,721,448	114,053,090	6.8%	8.3%
2015A G.O. Debt Service	-	-	-	-	3,504,740	0.0%	
2015 G.O. Debt Service	-	-	-	-	121,600	0.0%	
2016 G.O. Debt Service	-	-	-	-	439,300	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	179,350	0.0%	
2018 G.O. Debt Service	-	-	-	-	2,750,200	0.0%	
2019 G.O. Debt Service	-	-	-	-	136,700	0.0%	
TOTAL DEBT SERV. FUNDS	-	-	-	-	7,131,890	0.0%	8.3%

OPERATING REPORT SUMMARY
EXPENDITURES
January 31, 2020

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Western Corridor Fund	23,333	23,333	23,333	23,333	280,000	8.3%	
Hoffman Blvd Bridge Maintenance	4,333	-	4,333	-	52,000	0.0%	
Prairie Stone Capital	123,125	4,167	123,125	4,167	1,477,500	0.3%	
Capital Improvements Fund	182,763	120,833	182,763	120,833	2,193,150	5.5%	
Capital Vehicle & Equipment Fund	133,076	342,160	133,076	342,160	1,596,910	21.4%	
Capital Replacement Fund	4,000	-	4,000	-	48,000	0.0%	
Road Improvement Fund	731,759	-	731,759	-	8,781,110	0.0%	
TOTAL CAP. PROJECT FUNDS	1,202,389	490,493	1,202,389	490,493	14,428,670	3.4%	8.3%
Police Pension Fund	571,451	586,099	571,451	586,099	6,857,410	8.5%	
Fire Pension Fund	517,438	497,845	517,438	497,845	6,209,260	8.0%	
TOTAL TRUST FUNDS	1,088,889	1,083,944	1,088,889	1,083,944	13,066,670	8.3%	8.3%
TOTAL ALL FUNDS	11,259,084	9,295,885	11,259,084	9,295,885	148,680,320	6.3%	8.3%



2020 JANUARY MONTHLY REPORT

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January Synopsis

The majority of our time in January was devoted to the Community Development Implementation and the Smart Meters installation project. We also spent significant time on rolling out Electronic Leave Requests to other departments to eliminate the use of paper HTRs for most common Leave types.

Project Activities

- Created final version of the data extraction file format used to send monthly UB account data for Pro Meters and Siemens. This data will be used to send mailers and populate the Smart Meter app on their website to track installations of the new meters.
- Many meetings, phone calls, and work related to the implementation of Community Development applications took place in January. We discussed options and concerns for the set up each one to best benefit the Village.
- Introduced Employee Leave Requests to the Finance Department. Set up all the approval groups in the training environment, trained the approvers and provided documentation. Developed a MS Project time line to roll out the remaining Village Hall Departments over the next three months.
- Continued to work with CentralSquare staff to reimport our reports into the Cognos Analytics 11 environment.

CentralSquare/GovQA Support Cases

- Access to our customs to the Smart Meter Project was blocked and I had to get Support involved to grant access for testing.
- Contacted Support to report that the W2 printing wasn't working for 2019 via EAC.
- Reported issue with the EAC Whatif paycheck calculator related to new Federal Tax forms.
- Opened and closed a case related to CommunityPLUS and FinancePLUS not being available.
- The General Ledger was out of balance due to missing accounts for a new Fund and we worked with support to make sure that they fixed it.
- Opened and closed case related to SQL script to update RRL License Deadline date.
- Opened and closed case to refresh the FinancePLUS training database.
- Opened and closed case to refresh the CommunityPLUS training database.
- Opened and closed case to add two new employees.
- Opened and closed case to remove terminated employees.

- Closed remaining case related to the cancelled leave requests not returning correct values after the code change was moved to live.
- Opened and closed case related to a SQL error in the FinancePLUS Training database when trying to access employee information.

Work Orders

- Fixed incorrectly entered ownership data on location for Hilton Garden Inn that was affecting accuracy of permits.
- Created 2020 Tax Returns in Business Tax after creating new table entries for tax codes and other 2020-specific tables.
- Assisted Finance with missing AP Batch. We were not able to restore it, but showed them where it existed in our training database.
- Applied the GP Penalties.
- Applied the RRL Penalties.
- Consolidated an Entity that was added in error per the Finance Department.
- Entered changes in Revenue Codes for 2020.
- Added new Job Class for temporary position without benefits for Sears Liaison.
- A Business Tax Return was not appearing correctly in Cash Receipts and we found the cause to be an invalid return that needed to be purged.
- Added fifteen locations per the Front Counter.
- Added one location per Development Services.
- Updated the invoice for Alarm Billing (Cognos Report) for the Finance Department.
- Assisted the code department in identifying RIX payments using a Cognos Report.
- Set up re inspections fees in Fire and Safety in the live database, added the accounting information and notified the Finance Department.
- Updated the Fire and Safety and Fire Permit Inspection Cognos letters, after approval from Legal to add language related to charges for re inspections.
- Added a new job class for the Director of Development Services, added the job class code to the correct benefit groups in EAC.
- Checked PINs in CommunityPLUS locations per the GIS Administrator.
- Created SQL script to update RRL License Deadline date.
- Assisted front counter with e-voids that were processed on 1/6/2020 with incorrect date because the cash receipts profile was set back to 12/31/2019.
- Created a Cognos report for Clerk's office to generate labels using a prompt.
- Processed payroll on 1/13/2020.
- Assisted Finance Department with a question related to a canned report and a paid citation not appearing on the report.
- Removed terminated employees from CommunityPLUS and FinancePLUS databases.

Administration

- Developed Career Plans document as requested by HRM and yearly accomplishments for evaluation.
- Prepared monthly report.
- Processed Payroll for department employees on 1/13/2020 and 1/27/2020.

Training

- Provided Training to those in the Finance Department who approve Employee Leave Requests.
- Provided training for two new Development Services employees using the Permit and Code applications in Community Development.
- Discussed a Business Tax Fix and the creation of the 2020 Tax Returns.

Meetings

- Began the first of many weekly status meetings for the Smart Meter Implementation Project.
- Participated in Land Management Workbook review on January 6th and January 22nd.
- Participated in Permit, Inspections, Code, and Project Workbook Introductions on January 7th through 10th and Workbook Reviews on January 27th.
- Community Development Project Status meeting was attended on January 31st.
- Presented a Demo to the Finance Department related to Employee Leave Requests.
- Meeting with CentralSquare Management regarding our path to FinancePro 20.1 and their project to implement API for all their applications.
- Reviewed with the Fire Inspector needs for the Fire and Safety information in Community Development.
- Participated in a discussion regarding our options for data conversion of open permits. No decision was made.
- Attended a Pre Plan discussion with the Fire Department and their needs and how they can be utilized in the Community Development application.

Geographic Information System Review

January Synopsis

- Much of January was dedicated to preparing the Community Development Land Management Workbook. A majority of the work was preparing our GIS data. A number of attribute fields were modified to match CD field required lengths and types. This type of information cannot be modified in GIS, so fields had to be recreated and repopulated. Time was also invested into acquiring assessment information from the County and appending it to our data. The City of Aurora was contacted to acquire feedback on their GIS experience with Community Development implementation. Aurora's feedback was forwarded onto Cathy. Lastly, a number of meetings with CS and Village staff were held to walk through and discuss the workbook.
- Public Works Asset Management software demos continued in January with CityWorks, Cartegraph, AssetWorks, Beehive and Lucity. CityWorks and Beehive were both heavily tied to ESRI GIS.
- Arrow Gold GNSS units were tested against the Schaumburg CORS station, which stopped working for us in 2019. The station is currently up and running, however, according to KARA it will come down later this year. The testing was spurred on by the County notifying CORS users that they may no longer maintain the Rolling Meadows station. This would require us to use either Schaumburg or Hanover Park for RTK centimeter accuracy.

Work Orders

- Webmap Request: update FEMA transparency for Hoffnet (DS-TE)
- Webmap Request: added Future Land Use to Hoffnet Planning (DS-P)
- Map Request: utilities for Kimley-Horn at AMITA 1650 Moon Lake (DS)
- Map Request: utilities for Zayo/CCSI at Pembroke & Hassell (DS-TE)
- Map Request: utilities for Geodetic Survey at 335 Glendale (DS-TE)
- Map Request: pothole repairs (PW)
- Map Request: utilities at Village Green (DS)
- Map Request: utilities for Manhard at Shoe Factory & Ivy Ridge (DS-TE)
- Map Request: northern subdivisions (DS-P)
- Map Request: utilities for MCIMetro/CCSI at Plum Grove (DS-TE)
- Data Request: combine sanitary sewer main at Avondale and Almond (PW)
- Data Request: Bradwell Estates PINs updated for parcel, address point (GIS)
- Data Request: Bergman Pointe Park added, 2150 Bergman Farmhouse removed (DS-BC)
- Print Request: MLK poster (GG)
- Scan Request: Wilshire Wellhouse and Highland Woods (PW)

Administration

- Land Mgmt Workbook
- Aurora Community Development inquiries
- Kara Company, NGS & ISTHA CORS inquiries (future of Schaumburg station)
- Cook County assessment data inquiries
- Troubleshoot GNSS equipment, testing local CORS stations
- Asset Mgmt review and comparison
- ArcGIS Pro update to 2.4
- Removal of last ArcPad license from ESRI annual maintenance
- HRM Career Discussion document
- Plotter paper order
- PW 3-D inquiry

Training

- ArcGIS Desktop: export selected attributes w/K. Anderson

Meetings

- Land Mgmt Workbook w/ S. Diatte (1/14)
- Community Development w/F. Besenhoffer (1/24)
- Community Development Land Mgmt Workbook (1/3 w/CS, 1/15, 1/22 w/CS)
- PW Asset Mgmt Demos (1/7 CityWorks, 1/8 Cartegraph, 1/16 Beehive, 1/27 Lucity)
- GIS Subdivisions w/ Planning (1/28)
- Cook County Municipal GIS in Palatine (1/31)

Project Activities

Project – Higherground Advanced Mail Security

- I.S. Staff along with representatives from Higherground finalized setup and configuration of the system. The system is now operational and fully functioning.

Project – SQL Server

- During the month of January, I.S. Staff started migrating various systems and databases from our old SQL server to the new one. The following is the list and brief descriptions of databases that were migrated:
- CFA – This system is used by Public Works Vehicle Maintenance Department. The system's primary function is the inventory management.
- Desktop Central – System is used for desktop computer management and software deployment.
- Fuel Master – System used by Public Works Department. Program is used for fuel distribution for Village vehicles.
- Micromain – Building inventory system used by our Facilities.
- SSRPM – System is used by all users and its purpose is unattended account password unlock or change.
- RPS – Program used by our Facilities Departments and it is used to control our building access security system.
- BEAST – Evidence system used by our Police Department.

Project – Medixsafe

- I.S. Staff during the month of January along with technical engineer from ZKTeco were able to modify the functional operating system on the Medixsafe to allow 37bit proximity cards used by the Village Employees. With those changes made, Fire Department was able to proceed with the user enrollment. During the month we have reconfigured additional two safes' that will be used in Battalion 6 and Engine 22 vehicles.

Project – Motorola P1 CAD/RMS

- I.S. Staff during the month of January started installations, configurations and testing of multiple Motorola P1 CAD and RMS clients. Most clients were installed and configured in the IS Department training room and the rest were at the Police and Fire departments for testing. We are currently developing configurations and strategy for client deployment.

Project – Dual Monitors for Fire Department

- I.S. Staff during the month of January installed additional monitor on every workstation in the Fire Stations. In total 10 monitors were installed using existing hardware. The installations took place during the day with minimal impact on productivity.

Project – CivilCAD Software Upgrade

- I.S. Staff upgraded CivilCAD software running on six Transportation and Engineering computers. The running version of the software was two revisions behind and it needed to be upgraded to the current 2020 version.

Security and Other Updates

- I.S. Staff continues monitor and update Windows Servers with patches, updates and other security installations.
- I.S. Staff continues to update and monitor anti-virus system to ensure at most reliability and safety.
- I.S. Staff continues to monitor and adjust if necessary all of our backup jobs.
- I.S. Staff updated and reorganized our network documentation in order to reflect new changes.
- I.S. Staff continues to deploy KnowBe4 email campaign.
- I.S. Staff started working on a BID document for 31 Zebra printers and needed hardware. Those printers will be used in the Police vehicles for ticket writing purposes.

Meetings

- I.S. Staff attended meeting with HP about InfoSight.
- I.S. Staff met with Dell and discussed networking solutions.
- I.S. Staff met with Sentinel and discussed Phone System Server upgrade.
- I.S. Staff met with Fortinet and discussed firewall upgrade and endpoint security.

Training

- Justin Roach and Jake Houswerth attended HP Nimble training.
- Darek Raszka attended All in One Motorola P1 client training.
- I.S. Staff performed new user orientation for our seven new employees.

Technical Support, Hardware & Software Activities

- I.S. Staff deployed new spam and phishing campaign to all Village employees. This campaign and training started on.....
- Applied necessary software updates as needed.
- 225 Help desk requests were opened during the month of January.
- 225 Help desk requests were closed during the month of January.
- Self Service Password Resets or Account Unlocks: 10
- Email passwords reset: 2
- SunGard passwords reset: 3
- Voicemail passwords reset: 1
- User accounts unlocked: 4
- Active Directory Password Resets: 1

Director Summary

- Multiple meetings throughout the month with CentralSquare to discuss the following items:
 - BPO agenda
 - Project Management changes
 - PA Suite Profession Webinar
 - Opening and wrap up sessions for the Community Development Business Process Optimization

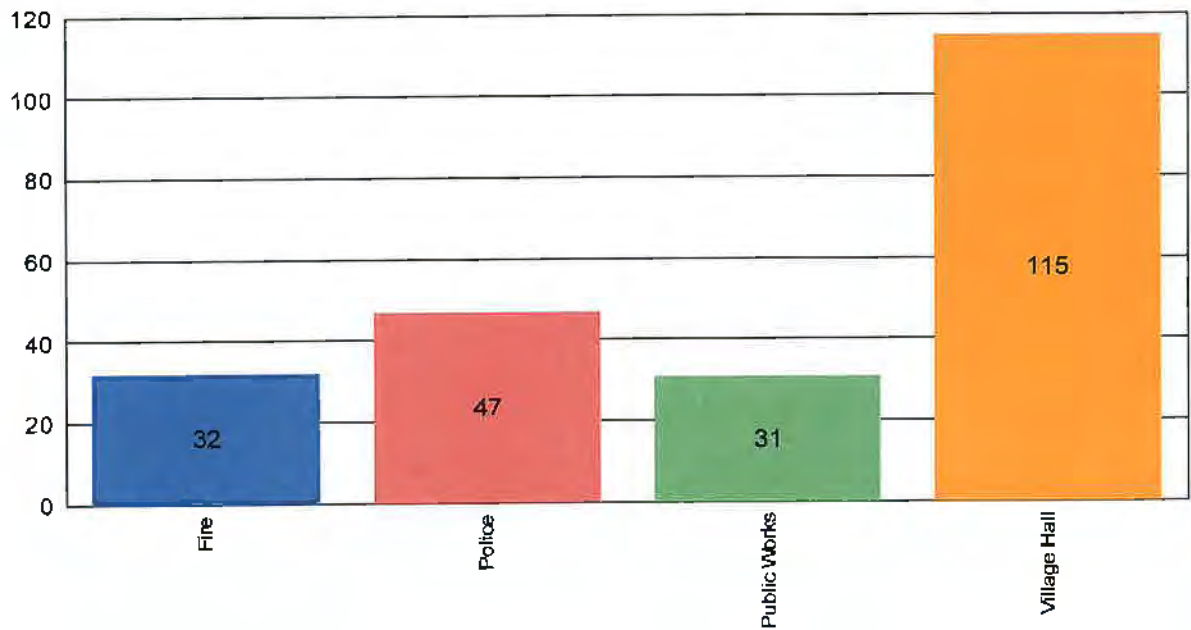
- Public Works Asset Management software demos continued in January with
 - CityWorks
 - Cartegraph
 - AssetWorks
 - Beehive
 - Lucity

- Vendor meeting with HPE Insight team
- Meeting with D.S. to review technology matters in the 2020 budget
- EMCT meeting
- Employee evaluation documentation
- Bid document creation for the necessary equipment to run DACRA
- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions
 - Project progress
 - Division Goals Review
- Monthly meeting with the Manager's office.
- Bi Weekly Management team and Committee agenda meetings.
- Monthly MS-ISAC/EI-ISAC conference call.

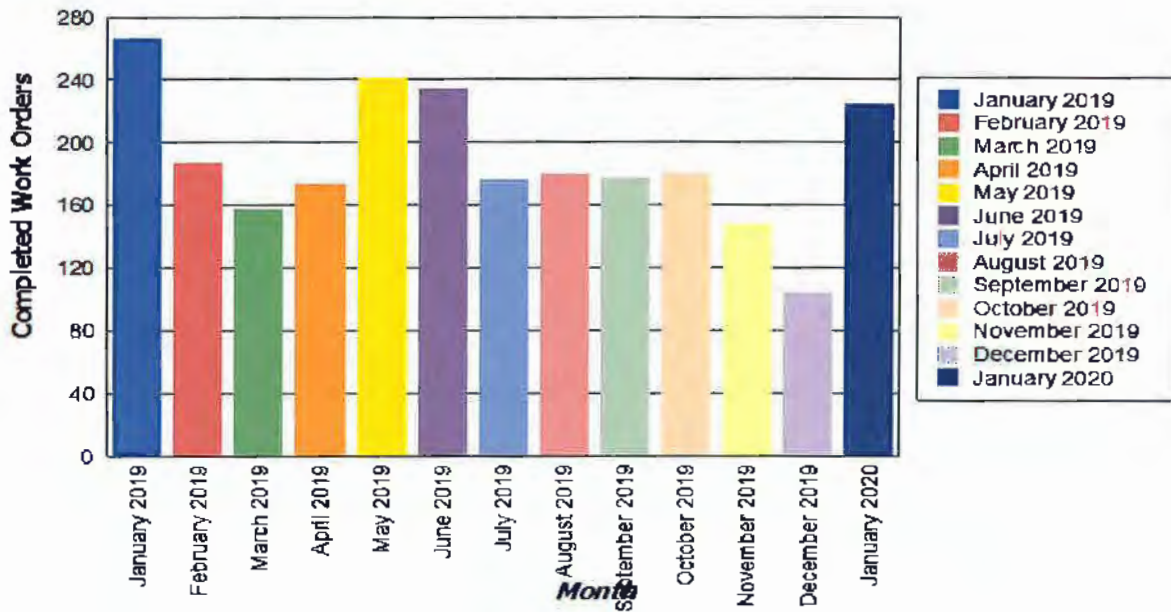
Total Work Orders by Priority by Month

Month	January
1 - Normal	186
2 - High	1
3 - Urgent	2
Project	14
Scheduled Event	15
Vendor intervention required	7
Total for Month	225

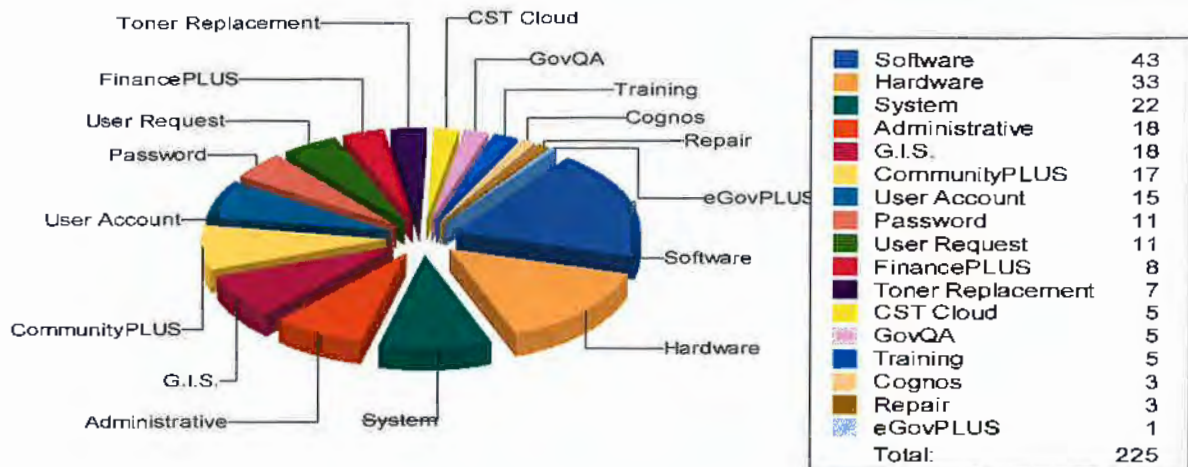
Completed Work Orders by Location



Completed Work Orders by Month



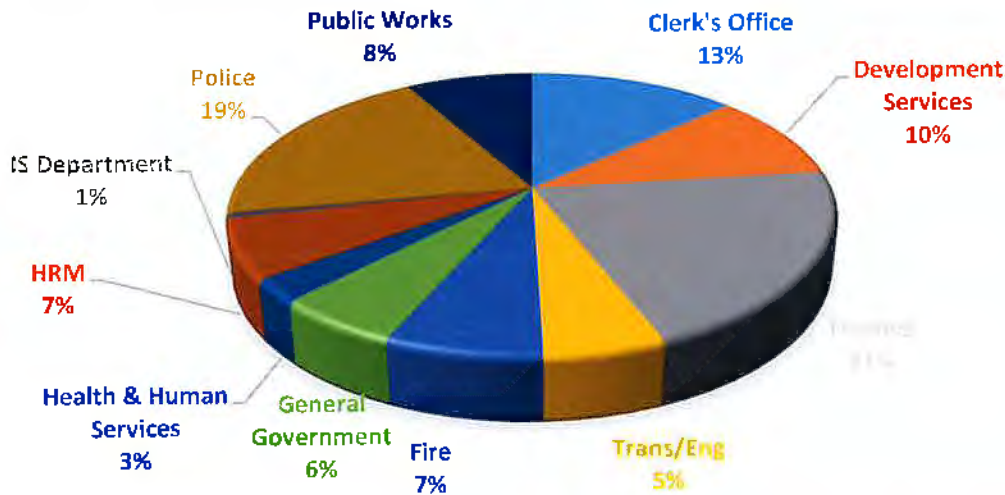
Work Order Trends by Type



Printer Usage Report

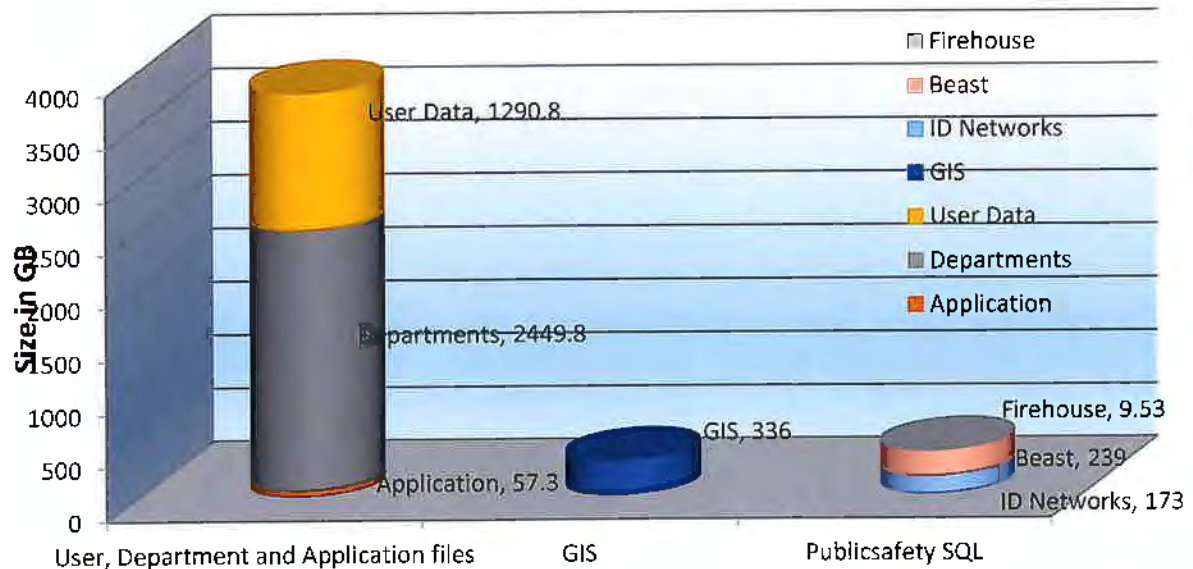
In the month of January there were 73941 pages printed across the village. The following graph breaks down printer usage by department.

PAGES PRINTED



System and Data Functions

Disk Usage



Phishing Training Report



Phishing Security Test Report

12/25/2019 - 02/01/2020

Campaign: Monthly Test

55% Daily Score Improvement | 84% Daily Test Score | 100% Successful | 11 | 100% Success | Online Assessment | External | Online

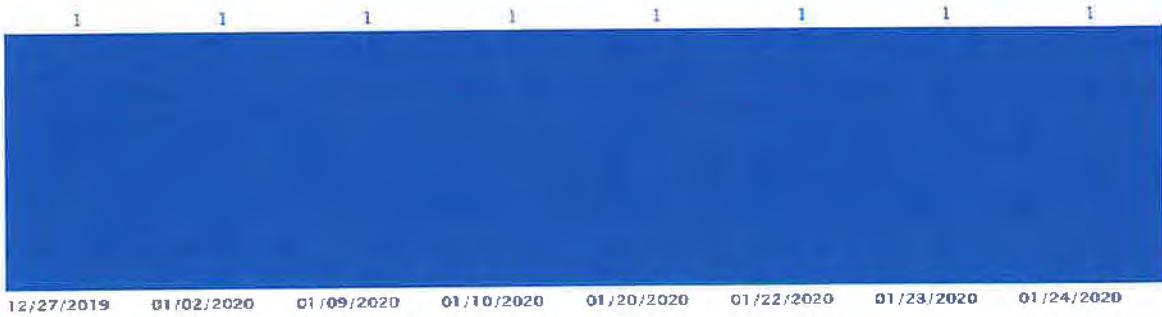
Groups: All users

Statistics See report at <https://training.knowbe4.com>

2.6% Phish-prone Percentage	351 Recipients	350 Deliveries	8 Clicks	0 Attachment Opened	0 Data Entered	1 Other Failures	1 Bounces
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Phish-prone Percentage is calculated from the total number of phishing test failures, divided by the number of emails delivered.

Clicks by day



Phishing Email Sent See report at <https://training.knowbe4.com>

Phishing email was sent to **351** recipients. Each recipient received a different email. Go to this Phishing Security Test's **users** page to see which user received which email.

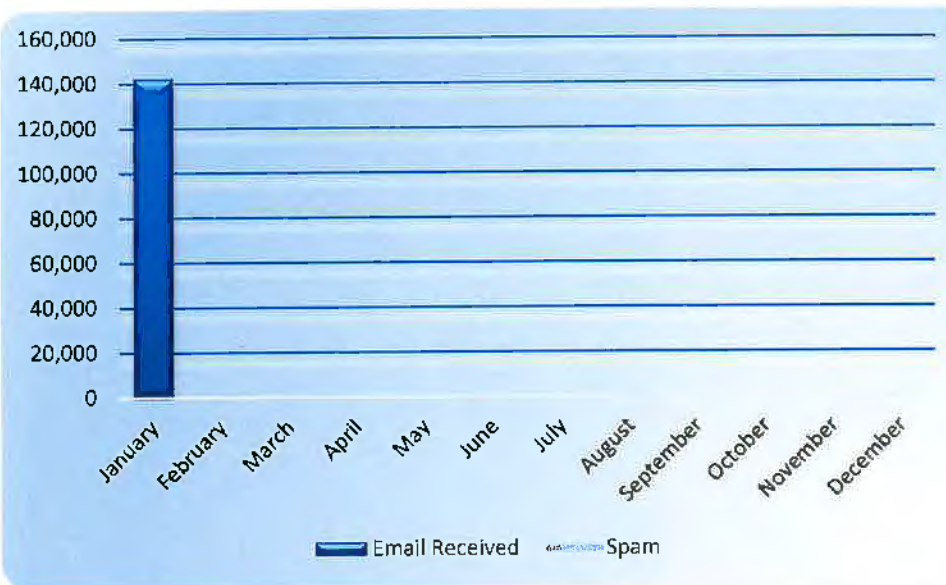
Sentinel IPS Attack Report

External parties attacked the Village network 231576 times during the month of January

Attack Volume with 6 Most Active IP Addresses



Email Spam Report



Month	Email Received	Spam	Percent Spam
January	142,032	66,118	47%
February			0%
March			0%
April			0%
May			0%
June			0%
July			0%
August			0%
September			0%
October			0%
November			0%
December			0%
Total	142,032	66,118	47%

Fred Besenhover, Director of Information Systems

VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee
FROM: Mark Koplin, Owner's Representative-Sears Centre Arena
RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT
FEBRUARY 2020**
DATE: February 21, 2020

1. As required in the Spectra Management Agreement, any overages in SCA department line item budgets need to be reported. As such, Ben Gibbs provided the following regarding overages:
 - ◆ Group Sales: This is actually a credit to this department. As we have no group sales department, the box office will collect a fee for processing any group sales for an event. For this year, we collected more fees, which gets booked as a credit, than we had budgeted, so the variance is actually favorable.
 - ◆ Overhead: We budget the amount of incentive that Spectra will be paid. If our financial results are better than budgeted, this incentive payment will increase, which will exceed the budget. Therefore, a really strong budget year means the incentive will be much higher than budgeted, but it is a positive indicator.
 - ◆ Food and Beverage: A couple key factors contributed to exceeding budget by \$150,000. The main contributors are the following:
 - ◇ Repairs and Maintenance (R&M): This line item had several large purchases, including Point of Sales (POS) tills (\$35,000) and repairs of various equipment (\$21,000). In years past, the repair of kitchen equipment would have been coded against the Operations Department (which was under budget). However, the amount of repairs related to Food and Beverage has increased enough to warrant an R&M line item in the Food and Beverage department, so we can better track what needs to be budgeted in the future. For 2020, the Food and Beverage department will now have its own R&M budget.

- ◇ Salaries: In June, one of the Levy employees was moved to a different Levy account as he was struggling with workload, and his presence was hindering productivity. Unfortunately, this summer was incredibly busy, so some of their office responsibilities were split between part-time hourly staff. This created far more overtime from June-October that was unbudgeted, which was unavoidable given the amount of events. As a salaried employees is exempt from overtime, the Food and Beverage operation lost some efficiency when this work was performed by staff that was hourly and receiving overtime wages. That person's position has now been replaced, so we do not believe this will happen in 2020.
 - ◇ Contracted Services: We have hired a new preventative maintenance company to oversee select equipment in the kitchen and concessions stands given the age of the equipment. This is new protocol as we felt the equipment needed more maintenance then we were able to provide in-house. This was not budgeted in 2019, but should avoid larger repairs in the future
 - ◇ "Other" Expense: The coffee cart was renovated to allow for a larger service area and more flexibility to serve items besides coffee. This renovation was effective as this space is now used for more events and should generate more revenue.
2. Working with Village I.S. Department on upgrading the WIFI at the SCA and to the Village Green.
 3. Coordination with Public Works regarding the new western area storage building to be sited on the SCA property.
 4. Monitoring the Sears Holdings situation as it relates to the naming rights.
 5. Working with SCA and Levy staff on changes and startup for the 2020 Beer Garden.
 6. Discussions with Levy regarding potential I.T. upgrades.
 7. Follow-up to the Spring Awakening Music Festival.
 8. Coordination with Facilities, Public Works Department, and SCA Building Engineer on ongoing maintenance of building systems.
 9. Review of monthly financial reports and staffing/operational costs.
 10. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.

11. A request to replace seven of the public address system amplifiers will be presented at the January Finance Committee.
12. I.S. purchased a new server for Levy's food and beverage software. The SCA I.T. consultant installed the server, which is now operational.
13. Working with Assistant Corporation Counsel and SCA staff regarding the applicability of the new State Parking Excise Tax.
14. Reviewed and signed off on the annual accounting for Front Row/Spectra Partnerships. 2019 was a very good year and the sponsorships/suite sales contributed nearly \$800,000 of revenue to the bottom line for the SCA.
15. Worked with Ryan Johnson and Craig Kuehne on an article for the next Citizen featuring the Windy City Bulls and Hoffman Estates night on March 20.
16. Wrote the agenda item for the February 24, Finance Committee recommending purchase of new amplifiers for the SCA PA system.
17. Reviewed the annual CPI adjustment to the Spectra Management Fee.



Mark Koplin
Owner's Representative
Sears Centre Arena

Attachments

MAK/kr

cc: J. Norris
Ben Gibbs (Spectra)

Sears Centre Arena
General Manager Update
Feb 2020

Event Highlights	Notes
Feb 1 - Bull Riding Feb 7 - WCB Feb 8 - WCB Feb 10 - WCB Feb 15/16 - Monster Truck Feb 20 - WCB Feb 22 - WCB Feb 23 - WCB Feb 28 - Circus Feb 29 - Circus	
Finance Department	
General	Arena finished January financials. Ahead of budget by \$29,214
Monthly Financial Statement	Building Event Revenue YTD: \$28,770
	Building Sponsor/Other Revenue YTD: \$22,915
	Building Expenses YTD: \$234,575
	Building Income YTD: (\$182,890) vs. YTD Budget (\$212,105)
Operations Department	
General	New snow removal equipment has worked great and already saved labor hours.
Positions to Fill	Ops Coordinator position (will not be filled at this time)
Third Party Providers	N/A
Village Support	Planning has begun on new storage facility in East Lot Production.
Events Department	
General	N/A
Positions to Fill	Event Intern was hired, which could turn into a full time position based on performance
Marketing Department	
General	Supporting circus, WCB and beer garden
Positions to Fill	N/A
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	Ticketmaster is operational and selling tickets for circus
Food & Beverage Department	
General	Hired new chef position.
Premium Seating Department	
General	Continue to pursue suite renewals, highway marquee sales and soliciting new clients for concourse displays
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance and liquor
Monthly Financial Statement	Corporate Sales: \$13,296
	Suites Sales: \$8,056
General	
Capital Improvements/Repairs	Amplifier replacement